

# Local Treasurer's Calendar

Source: OPSEU's *Local Treasurers Getting Started Toolkit*



Activity	January – March	Apr 1–Jun 30	July 1–Sept 30	Oct 1 – Dec 31
<b>Regular LEC operations</b>	<p>Pay members for out-of-pocket expenses</p> <p>Issue cheques to area and labour councils</p> <p>Attach T4 with July-Dec TAR</p>	<p>Pay members for out-of-pocket expenses</p> <p>Issue advances to alternates and observers to Convention</p>	<p>Pay members for out-of-pocket expenses</p> <p>Reconcile any outstanding advances for alternates and observers</p>	<p>Pay members for out-of-pocket expenses</p>
<b>6-month Trustee Audit Report (TAR)</b>	<p><b>Early January:</b></p> <p>Prepare schedules A &amp; B</p> <p>Discuss at LEC mtg</p> <p>Submit to Trustees</p> <p>Send signed original report and 1 copy to regional office by January 31</p>	<p>Report and discuss finances at LEC meeting</p> <p>Present TAR to General Membership Meeting (GMM)</p>	<p><b>Early July:</b></p> <p>Prepare schedules A &amp; B</p> <p>Discuss at LEC mtg</p> <p>Submit to trustees</p> <p>Send signed original report and 1 copy to regional office by July 31</p>	<p>Report and discuss finances at LEC meeting</p> <p>Present TAR to General Membership Meeting (GMM)</p>
<b>Monthly bank statements arrive</b>	Mid-Jan, Feb, March	Mid-April, May, June	Mid-July, Aug, Sept	Mid-Oct, Nov, Dec
<b>Quarterly rebates arrive</b>	<p><b>Early February:</b></p> <p>Check against your own records, minutes, membership list and deposit cheque into bank</p>	May →	August →	November →
<b>Budget prep, approvals, monitoring</b>	<p>Present financial update and draft TAR at LEC meeting (see above)</p>	<p>Present financial update and discuss at LEC</p> <p>Report to GMM (see above)</p>	<p>Present financial update and discuss draft TAR at LEC meeting (see above)</p>	<p>September LEC meeting – financial report, discussion, develop next year's budget</p> <p>October finalize budget to present to GMM</p> <p>November/December present, discuss, get approval at GMM</p>