

Local Treasurers: First Month Checklist

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

This checklist is designed to help you pull together the information, resources and documents you need to be an effective new local treasurer.

Check “yes” to the items you have gathered. Put question marks beside or highlight the items you don’t understand or would like to discuss further.

Set up a place to work	Yes	?
Secure computer and printer to use for union business?		
Secure email address for union business?		
Filing cabinet?		
Treasurer’s filing system? (Basic files and a set for each 6 month period)		
Local union office? <ul style="list-style-type: none"> If yes, is there a phone, desk, chairs, office supplies? 		

Gather information about your local’s finances	Yes	?
Bank statements?		
Cheque book with itemized cheques?		
General ledger with list of expenses paid and other receipts received for as far back as you can get? (Optional for small locals)		
Trustee Audit Reports (TARs) for at least the past 2 years?		
Cashed cheques and rebate cheques from OPSEU Head Office Accounting department?		
Budget for this year if there is one?		
Budget for previous years if they exist?		
Copies of investments, if any? (T-bills, GIC’s, etc.)		
Minutes of General Membership Meetings (GMMs) where expenses have been authorized?		
Names and contact information for the past treasurer and trustees?		

Gather information that affects your local’s finances	Yes	?
Current rebate rates?		
Local by-laws if there are any, and understanding of which articles guide your work as treasurer?		

Gather information that affects your local's finances	Yes	?
Trustee audit report (TARS) forms on OPSEU website (www.opseu.org)?		
Local membership expense forms on OPSEU website?		
Whether the local is affiliated with an OPSEU area council?		
Forms for local funds (Northern Lights, Local Time Off, Local Communications Incentive Fund, Reimbursement for Area Council and Labour Council Affiliation Dues) on OPSEU website? (You can find information on these funds at the back of OPSEU's <i>Local Treasurers Getting Started Toolkit</i>)		

Identify resources and people to work with in your job as Treasurer	Yes	?
Names and contact information for all current members of your LEC and trustees. (See LEC Contact Form, which LEC should fill in and circulate in the local)		
Name and contact information for your OPSEU staff representative, regional office secretary and the accounting secretary at Head Office?		
Name and contact information for your three executive board members (EBMs) and OPSEU's 1 st Vice-President/Treasurer?		
OPSEU's main phone number? (1-800-268-7376)		
Copy of the OPSEU Constitution?		

Take these actions in your first month	Yes	?
<p>Contact your Regional Secretary to:</p> <ul style="list-style-type: none"> • Introduce yourself • Find out what financial information about your local they have or don't have • Get the latest trustee audit report submitted by the local • Get your local's membership lists – bargaining unit and signed-up members 		
Change signing authority on the local bank account(s). This will involve past signatories along with new signatories going to the bank with appropriate ID. If this is not possible, then get a letter from OPSEU's 1 st Vice-President/Treasurer at OPSEU's Head Office to add and remove signatories.		

Take these actions in your first month	Yes	?
Call the accounting secretary at OPSEU Head Office to introduce yourself and to say that you may be calling with specific questions.		
Call the senior claims clerk to introduce yourself and to find out how the local time-off fund works and what your local's entitlements are.		
Set up the local's books with the information you've gathered.		
You may want to contact your local's trustees to introduce yourself and to say that you will be filing a local trustees audit report.		
Bring all the information you have gathered to your next local executive meeting so the LEC can make decisions about how to move the local's finances forward.		