

# Local Treasurer's Report Template

Source: OPSEU course, *Let's Start Meeting Like This! Running Meetings that Build the Union*



The treasurer's report on finances is a standing item on the agenda of each membership meeting. Usually, it is a summary of the Trustees Audit Report, signed by the trustees. This allows the members to know the state of the local's money, and to take corrective steps if necessary.

Make sure to keep your local's books up to date, i.e. list all receipts and cheques and bring details of receipts and cheques in case members have questions. Prepare a written treasurer's report to be distributed at the membership meeting. **At a minimum, the report should contain the following information:**

<b>Dates of period covered:</b> _____	
<b>Opening bank balance</b>	\$ _____
<b>Rebates received and other revenues</b>	\$ _____
<b>Expenses</b>	
• Meetings	\$ _____
• Operational	\$ _____
• Other	\$ _____
<b>Things to note</b> (if you want to draw people's attention to new expenses or under-budgeted/over-budgeted items, list these under "other" to highlight and say a few words about them.)	
Bank balance at the end of the period being reported: \$ _____	

## Present and then move adoption of your report

After you have presented the report, move its adoption. Someone should second the motion and the chair can ask for questions and discussion. After time-limited discussion, the chair will call for a vote. When the report is adopted, a copy is placed in the official minute book, attached to the original copy of the minutes.

If for any reason your report is not acceptable, the meeting may direct you to make minor changes on the spot. The report is then adopted as amended. In the case of substantial disagreement, direction may be given for the report to be reviewed and resubmitted by either you or a standing committee on finances if one exists, or by a special committee appointed for that purpose.