LOCAL TREASURERS TOOLKIT
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The Treasurers Toolkit

The local treasurer’s job has always been important in maintaining sound financial records, leading the Local Executive Committee in the development of an annual local budget, presenting that budget to the local membership for discussion and approval, and over-all ensuring the financial health of their local.

This Toolkit has been jointly developed by the Accounting Services Unit and the Training and Development Unit in response to numerous requests to get information and tools in the hands of local treasurers as soon after their election.

The Treasurers Toolkit is a practical guide that includes checklists of important information, highlights the documents that you need to gather, provides a calendar to guide your work as a local treasurer, and a step-by-step guide to administering your local finances. You’ll also find answers to the many questions that local treasurers often ask.

This resource is available through your OPSEU regional office and is accompanied by a 3-hour training module that can be delivered to you by your staff rep. In addition there is also a one and a half day course specifically designed for local treasurers and trustees that is usually delivered at Regional Educationals.
OPSEU LOCAL TREASURER
JOB DESCRIPTION

- Responsible for all financial transactions of the local
- Issues cheques and has signing authority
- Keeps financial records of the local
- Prepares trustee audit reports
- Ensures that trustees have financial information in order to complete trustee audit reports
- Presents local treasurer’s report (trustee audit report) to general membership meetings
- Chairs any finance committee the local may have, and ensures the local applies for other funding entitlements from OPSEU
- Develops, with the LEC, an annual budget reflecting the local’s program priorities for the year
- Presents the proposed local budget for discussion and approval by the membership
- Works with other LEC members to provide effective leadership to build an inclusive local
Local Treasurers First Month Checklist

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.

<table>
<thead>
<tr>
<th>Set Up a Place To Work</th>
<th>YES</th>
<th>?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secure computer and printer to use for union business?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secure e-mail address for union business?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Filing cabinet?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer’s filing system? (Basic files and a set for each 6 month period)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local union office?</td>
<td>If yes, is there a phone, desk, chairs, office supplies, etc.?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gather Information About Your Local’s Finances</th>
<th>YES</th>
<th>?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank statements?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cheque book with itemized cheques?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General ledger with list of expenses paid and other receipts received for as far back as you can get? (optional for small locals)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurers audit reports (TARS) for at least the past 2 years?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cashed cheques and rebate cheques from OPSEU head office accounting department?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget for this year if there is one?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget for previous years if they exist?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copies of investments, if any (T-bills, GIC’s, etc.)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minutes of general membership meetings where expenses have been authorized?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Names and contact information for the past treasurer and trustees?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Gather Information that Affects your Local’s Finances</strong></td>
<td>YES</td>
<td>?</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>-----</td>
<td>---</td>
</tr>
<tr>
<td>Current rebate rates?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local bylaws if there are any, and understanding of which articles guide your work as treasurer?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local membership expense forms on OPSEU website?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whether the local is affiliated with an OPSEU area council?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forms for local funds (Northern Lights, Local Time-off, Local Communications Incentive Fund, Reimbursement for Area Council and Labour Council Affiliation Dues) on the OPSEU website? You will find more information on these funds at the back of this Toolkit.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Identify Resources and People to Work with in your Job as Treasurer</strong></th>
<th>YES</th>
<th>?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names and contact information for all current members of your LEC and trustees. (See attached contact sheet that LEC should fill in and circulate in the local)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name and contact information for your OPSEU staff representative, regional office secretary and the accounting secretary at head office?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name and contact information for your 3 executive board members (E.B.M.’s) and OPSEU’s 1st Vice-President/Treasurer?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copy of the OPSEU constitution?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPSEU Resource USB drive?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Take These Actions in your First</strong></th>
<th>YES</th>
<th>?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact your OPSEU regional office secretary to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- introduce yourself;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- find out what financial information about your local s/he has or doesn’t have;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- get the latest trustee audit report submitted by the local;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- get a copy of your local’s membership lists – bargaining unit and signed up members.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change signing authority on the local’s bank account(s). This will involve past signatories along with new signatories going to the bank with appropriate I.D. If this is not possible, then get a letter from OPSEU’s 1st Vice-President/Treasurer at OPSEU’s head office to add and remove signatories. (see these forms at the back of the toolkit)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Call the accounting secretary at OPSEU head office to introduce yourself and to say that you may be calling with specific questions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set up the local’s books with the information you’ve gathered.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You may want to contact your local’s trustees to introduce yourself and to say that you will be filing a local trustee’s audit report.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Last Update: October, 2018
LOCAL EXECUTIVE COMMITTEE CONTACT INFORMATION

The following information is required in order to contact your LEC when necessary.

Please complete this form, circulate it to your LEC and forward the completed form to your Regional Secretary.

LOCAL #___________  Single Unit ☐  Multi or Composite ☐

Units in your Local (if multi or composite)

____________________________  _________ __________________
____________________________  _________ __________________

Regional Office: ______________________________

Staff Rep: ______________________________

Date of Election of Officers (General Membership Meeting)  ________________

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>President:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice-President:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Steward:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Unit Steward:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Unit Steward:</td>
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<td>Unit Steward:</td>
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<td></td>
</tr>
<tr>
<td>Unit Steward:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H&amp;S Rep</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trustee:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trustee:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Local Treasurer’s Calendar

<table>
<thead>
<tr>
<th>Activity</th>
<th>March</th>
<th>April 1 – June 30</th>
<th>July 1 - Sept 30</th>
<th>Oct 1 – Dec 31</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular LEC Operations</strong></td>
<td>• Pay members for out-of-pocket expenses</td>
<td>• Issue advances to alternates and observers to convention</td>
<td>• Reconcile any outstanding advances for alternates and observers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Issue cheques to area and labour councils</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Attach T4 with July-December TAR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6-month Trustee audit Report (TAR)</strong></td>
<td>Early January • Prepare Schedules A&amp;B • Discuss at LEC mtg. • Submit to trustees • Send signed original report and 1 copy to regional office by January 31</td>
<td>• Report and discuss finances at LEC mtg. • Present TAR to General Membership Meeting (GMM)</td>
<td>Early July • Prepare Schedules A&amp;B • Discuss at LEC mtg. • Submit to trustees Send signed original report and 1 copy to regional office by July 31</td>
<td>• Report and discuss finances at LEC mtg. Present TAR to General Membership Meeting (GMM)</td>
</tr>
<tr>
<td><strong>Monthly bank statements arrive</strong></td>
<td>Mid-January, February, March</td>
<td>Mid-April, May, June</td>
<td>Mid-July, August, September</td>
<td>Mid-October, November, December</td>
</tr>
<tr>
<td><strong>Quarterly rebates arrive</strong></td>
<td>Early February • Check against your own records, minutes, membership list • Deposit cheque into bank</td>
<td>May</td>
<td>August</td>
<td>November</td>
</tr>
<tr>
<td><strong>Budget prep, approvals, monitoring</strong></td>
<td>Present financial update and draft TAR at LEC meeting (see above)</td>
<td>Present financial update and discuss at LEC Report to GMM (see above)</td>
<td>Present financial update and discuss draft TAR at LEC meeting (see above)</td>
<td>September LEC meeting – financial report, discussion, develop next year’s budget October finalize budget to present to GMM November/December present, discuss, get approval at GMM</td>
</tr>
</tbody>
</table>

**Last Update:** October, 2018
The Treasurer’s Job
STEP BY STEP
The Treasurer’s Tasks

1. Gather information and documents (see Local Treasurers First Month Checklist)

2. Set up files

3. Set up the bank account and signatories

4. Review the budget for this year

5. Work with the Local Executive Committee LEC to agree on financial protocols

6. Issue cheques to pay expenses

7. Reconcile monthly bank statement

8. Prepare the 6-month Trustee Audit Report (TAR) (Schedule A & B)

9. Present the TAR for LEC discussion and approval of schedules A & B

10. Submit the TAR to local trustees for review and signatures

11. Receive signed the TAR from local trustees

12. Submit the TAR to OPSEU regional office secretary

13. File a copy of the TAR in your local filing system

14. Present the completed Trustee Audit Report to the general membership meeting (GMM)

15. Prepare the Budget for the next fiscal year
The Treasurers Tasks in More Detail

1. **Gather Information and Documents** (See Local Treasurers First Month Checklist)

2. **Set up Files**

   a) **Basic Working Files**
   Your “basic working files” contain important financial information, and are a place to keep records, receipts, cashed cheques before you set up the next 6-month file. Files in your “basic working files” include:
   - expenses
   - bank documents
   - minutes of meetings with motions highlighted where there are financial implications
   - bylaws and OPSEU constitution
   - budget and additional requests for money
   - local rebates – current rates & deposited cheques
   - contacts – LEC, OPSEU staff representative, Executive Board Members, 1st Vice-President
   - local fund information and forms
   - Local Treasurers’ Toolkit

   b) **6-month period files**
   For each 6-month period corresponding to a TAR, move over some of the materials from the Basic Working Files to keep your records together for this period. These files should include:
   - expenses and receipts organized by categories in your budget, e.g. meetings, honoraria, etc.
   - general membership minutes and LEC minutes for this 6-month period
   - bank statements
   - TAR
   - local rebates and deduction records
   - advances issued (if you have any)
   - local fund requests (e.g. Local Time-off Fund, communications start-up, etc.)
3. **Set up the bank account(s) and signatories**

   - If all the previous signing officers are available, then they should accompany the current local officers, including the treasurer, to the bank to register as signatories.
   - If this is not possible, get a letter from OPSEU’s 1st vice-president/treasurer’s office to authorize the removal of past signatories and to add the new ones.
   - All officers must take 2 pieces of I.D.
   - The local bank accounts must be in a chartered bank, a trust company or credit union. (OPSEU Head Office uses the Bank of Montreal.)
   - Tell the bank you want:
     - to set up a not-for-profit chequing account;
     - cheque books with chits/stubs beside the cheque;
     - the bank to send monthly bank statements and cashed cheques to you, the treasurer.
   - Local chequing accounts:
     - need two co-signers (signing officers of an OPSEU Local bank account shall be the Treasurer or Secretary-Treasurer and one or more of the following: Local President, Vice-President, Secretary or Chief Steward)
     - require approval of the local membership to set up the account and information to the membership of all transactions to that account.
   - You can keep excess funds in a savings account or term deposit to generate interest. However, use short-term deposits to ensure you have enough money on hand for local business.
Inform the Accounting Services Unit of the Financial Services Division, OPSEU, of the following:

- names of signing officers, trustees and their addresses
- name and address of the chartered bank, trust company or credit union with whom the local will be dealing (generally the nearest branch of the Bank of Montreal)
- account numbers for all chequing and savings accounts.

**New Locals** (follow the steps above)
- each new local can request a one-time start-up grant from OPSEU’s First Vice President/Treasurer of $1000.00. (See – OPSEU Local Funding Support on page 43)

4. **Review the budget for this year (if you have one)**
   This will show you what the membership approved to spend in different expense categories and what the projected revenues were.

5. **Work with the LEC to agree on financial protocols**
   Agreed-to financial protocols help to avoid real and perceived conflicts of interest, and to provide a check and balance on the local treasurer’s authority. Areas where you’ll want to agree on who needs to approve what and when, include:

   **Paying member expenses**
   Members fill out a Membership Expense Claim Form and submit it along with original receipts to a member of the LEC for approval. The treasurer will then produce a cheque for signature by 2 of the designated signatories.

   If the expense claim is for one of the signatories, then the expense claim must be approved by another LEC member and the cheque is signed by the other two designated signatories.

   **Paying invoices**
   Invoices must be approved by an LEC member and signed by two of the designated signatories.

   **Issuing advances**
   A local can issue advances to members who require them to perform local business or to cover costs (as per bylaws) for OPSEU events (e.g. ½ the shared room cost at convention.) After the event, the member will file an
expense claim. If there is money owing to the local, then the member should attach a cheque to the submitted expense claim. If there is money owing to the member, then you follow the process of paying member expenses (see above).

**Decisions on investments**
The membership of a local can give the LEC the authority to invest excess funds in secure, interest-bearing investments, for example, T-bills, GIC’s, by approval of a motion at a general membership meeting. The treasurer must report the investment balance on each 6-month trustees audit report.

**Paying honoraria**
Locals may have bylaws that cover the following which are considered honoraria:
- own time
- honorarium
- wages

These items are taxable and in most instances locals cannot deduct income tax at source and so must follow the process below:
- the member fills out a Local Membership Expense Claim
- the member attaches proof of lost wages (if necessary)
- a member of the LEC approves the claim
- the treasurer sends the claim to OPSEU, to the attention of the Accounting Services Unit secretary at 100 Lesmill Road, North York, Ontario M3B 3P8.

### 6. Issue cheques to pay expenses
To reimburse a member:
- review expense claim;
- check original receipts attached;
- write the cheque to the member and record on cheque book stub
- get another authorized signature on the cheque before sending. You may want to copy the cheque for reconciliation purposes.

To pay an invoice:
- review LEC/GMM minutes for approval of expenses, either as part of an approved local budget or an approved motion
- review invoice against your records;
- confirm receipt of services or goods;
• issue the cheque and record on cheque book stub;
• get another authorized signature on the cheque before sending. You may want to copy the cheque for reconciliation purposes.

7. **Reconcile Monthly Bank Statements**
Around the middle of each month, the bank will send you your monthly bank statement with whichever cheques you have issued that have been cashed.

• Tick each cashed cheque against the bank statement to make sure that you have them all. You can still tick them off even though you only received the scanned copy of the cheque.
• Attach returned cheques to local members’ expense claims and invoices
• If a cheque was not taken off the account, this outstanding cheque is subtracted from the bank balance.
• Verify that all transactions are related to your bank account
• Note bank charges and interest recorded in the bank statement and adjust accordingly your current bank balance recorded on your bank stubs.
• File your reconciled statement, cheques attached to invoices & claims. (See “Set Up Files” above)
• When preparing the bank reconciliation for June and December, update the outstanding cheques and summarize the total interest earned and the total bank charges. This amount will match the closing amount on Schedule A.

**Sample Reconciliation**
Here is sample of a monthly reconciliation to the bank statement:

<table>
<thead>
<tr>
<th>Reconciliation, January 31, 20____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance as per Bank Statement</td>
</tr>
<tr>
<td>Add Interest:</td>
</tr>
<tr>
<td>Sub-total</td>
</tr>
<tr>
<td>Less outstanding cheques:</td>
</tr>
<tr>
<td>#72</td>
</tr>
<tr>
<td>#84</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Less Bank Charges:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Balance</td>
</tr>
</tbody>
</table>
8. **Prepare the 6-month TAR**

Map of the process to prepare, get approval and sign-off, file and present your 6-month Trustee Audit Report (TAR)

- **In the Local**
  - Local treasurer drafts TAR
  - LEC discussion and approval
  - Treasurer presents signed TAR to general membership meeting

- **Region/Head Office**
  - Submit to trustees
  - Trustees return signed TAR to treasurer
  - Treasurer submits 1 original and 1 copy to regional office secretary and files a copy
  - Regional secretary verifies signing trustees. Files a copy and sends original to Accounting Services Unit secretary at head office
  - Accounting secretary reviews opening/closing balances with last TAR
  - Triggers release of rebate to local if delinquent
9. **Draft the Trustee Audit Report (TAR)**

*Note:* your local may want to use some of its entitlement from the 80/20 fund to provide you with some time to do this.

*Note:* Treasurers can complete the TAR using the Excel form, found on the OPSEU website, which is self-tabulating.

- Record all cheques issued in the 6-month period on Schedule B of the TAR. Total all cheques issued.
- Beside the cheques issued, but not yet cashed, mark OS (outstanding)
- Prepare Schedule A. You should show the opening balance, plus deposits, less cheques and bank charges and write the bank balance at the bottom. Use the following to guide you:
  - At the top (balance and income):
    - Write closing balance(s) from your last TAR as your opening balance(s)
    - Look at your bank statements; there should be one rebate cheque per quarter which the treasurer is responsible for depositing. If the deposit was made late, the outstanding deposit is added to the bank balance. Record the rebates received during this period
    - Record any other cheques received such as labour council rebate, etc.
  - Under disbursements:
    - You also want to show how much you’re spending in each category, beside what you projected in your budget.
    - Put similar expenses together and add them up. For example, 1 LEC meeting cost $131.00 and a second LEC meeting cost $96. The total under meeting expenses, LEC is $227.00
    - If a cheque you issued has not been cashed, this outstanding cheque is subtracted from the bank balance

See a sample Schedule B and A on the next 2 pages.
## SCHEDULE "B"

Local 999

Cheques issued during the period January 1, 2017 to June 30, 2017

<table>
<thead>
<tr>
<th>Cheque No.</th>
<th>Date issued:</th>
<th>Payable to</th>
<th>Explanation</th>
<th>Date cashed</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>167</td>
<td>23-Jan-17</td>
<td>Swiss Chalet</td>
<td>LEC Meeting January 21</td>
<td>25-Jan-17</td>
<td>$45.29</td>
</tr>
<tr>
<td>168</td>
<td>2-Feb-17</td>
<td>Joe President</td>
<td>Cell phone charges</td>
<td>7-Feb-17</td>
<td>$85.99</td>
</tr>
<tr>
<td>169</td>
<td>9-Mar-17</td>
<td>Jane Member</td>
<td>Grievance Step 1</td>
<td>25-Mar-17</td>
<td>$17.00</td>
</tr>
<tr>
<td>170</td>
<td>29-Mar-17</td>
<td>M Money</td>
<td>Office supplies - treasurer</td>
<td>7-Apr-17</td>
<td>$65.76</td>
</tr>
<tr>
<td>171</td>
<td>13-May-17</td>
<td>OPSEU</td>
<td>OPSEU stuff- AGM 2013</td>
<td>22-May-17</td>
<td>$159.67</td>
</tr>
<tr>
<td>172</td>
<td>28-May-17</td>
<td>M Money</td>
<td>AGM Room Rental etc.</td>
<td>7-Jun-17</td>
<td>$967.32</td>
</tr>
<tr>
<td>173</td>
<td>17-Jun-17</td>
<td>M Money</td>
<td>LEC Meeting May 15</td>
<td>22-Jun-17</td>
<td>$35.99</td>
</tr>
<tr>
<td>174</td>
<td>27-Jun-17</td>
<td>Jane President</td>
<td>AGM- 1/2 room cost as per by-law</td>
<td>29-Jun-17</td>
<td>$247.25</td>
</tr>
</tbody>
</table>

$1,624.27

Receipts or supporting vouchers for all of the above items to be retained as part of the Local financial records.

If requested, Head Office will assist with any questions or problems pertaining to the Local's finances.

**DATE:** June 30, 2017

Schedules "A" and "B" are provided to assist the Local Trustees in making their report to the Executive of the Local and must be forwarded to your Regional Office with each Audit report.
## SCHEDULE "A"

Local Statement for the period from January 1, 2017 to June 30, 2017

<table>
<thead>
<tr>
<th>Bank Open Balance:</th>
<th>ACTUAL</th>
<th>Annual BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chequing Account Number</td>
<td>2,350.77</td>
<td></td>
</tr>
<tr>
<td>Savings Account Number</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**ADD Income:**

| Rebate(s) from Head Office            | 2,250.54   | 4,500.00      |
| Labour Council Dues                  | 0.00       |               |
| Area Council Dues                    | 0.00       |               |
| Add Current Outstanding Cheques      | 247.25     |               |
| Less Outstanding Cheques Cashed      | 0.00       |               |

**Total Bank Balance(s) and Income**

(\(X\)) 4,848.56 4,500.00

**LESS DISBURSEMENTS:**

**MEETING EXPENSES:**

| General Membership                   | 967.32     | 1,800.00      |
| Executive (LEC Meetings)            | 81.28      | 500.00        |
| Educational                          | 0.00       | 450.00        |
| Unit or Negotiating Meetings        | 0.00       |               |
| Grievance Meetings                  | 17.00      | 200.00        |
| Alternates/Observers expenses (AGM/Divisionals) | 0.00 | 530.00 |
| Other meeting expenses (specify)--AGM | 247.25   | 350.00        |

**OPERATING EXPENSES:**

| Postage                              | 0.00       |               |
| Bank Charges                         | 33.54      | 70.00         |
| Communications (Telephone/Cell/Internet) | 35.99  | 150.00        |
| Office Supplies and Printing         | 65.76      | 200.00        |
| Other Operating expenses (specify)   | 0.00       |               |

**OTHER EXPENSES:**

| Area Council Dues                    | 0.00       |               |
| Labour Council Dues                  | 0.00       | 100.00        |
| Steward's Expenses                   | 0.00       |               |
| Officer's Remuneration ( Honoraria - see Treasurer's Manual) | 0.00 | 0.00 |
| Strike and Other Donations           | 0.00       |               |
| Other Expenses (specify) -OPSEU Stuff| 159.67   | 150.00        |

**TOTAL DISBURSEMENTS:**

(\(Y\)) 1,607.81 4,500.00

**CLOSING BANK BALANCE**

(Deduct \(Y\) from \(X\)) 3,240.75
10. **Present TAR for LEC discussion and approval of Schedules A & B**
   - Review key expenses and sources of revenue for this period against budget projections
   - Highlight any irregularities (e.g. unusual expenses, where you’re missing a cheque stub, where extra money came in, etc.)
   - Ask for questions and discussion of any items
   - Move approval and get a person to second your motion. Record in LEC minutes.

11. **Submit Report to Trustees**
    The following documents must be included in the TAR submission to the trustees: **Note:** the local should elect at least 2 trustees
    - cover sheet
    - schedule A – budget and what’s spent
    - schedule B – list of issued cheques
    - all financial records for this period:
      - bank statements and cashed cheques with official receipts and expense claims;
      - reimbursements from headquarters such as labour council dues reimbursements
      - rebate cheques and records of deductions
      - records & supporting cheques from other financial sources (e.g. communications fund, etc.)
    - local’s bylaws, if any
    - LEC and GMM minutes recording financial decisions

    If these documents must leave the office to go to the trustees, you may want to copy schedules A & B for your files.

    In discussion with the trustees as you submit your TAR to them:
    - review all documents to ensure the package is complete
    - identify any irregularities you found in the process of preparing your TAR, and what you’ve done to address and account for each. Notify the local president and LEC of any irregularities. Contact your staff rep for any additional assistance.
    - answer any questions the trustees may have.
12. **Receive signed TAR from trustees**

- receive the signed TAR from trustees
- send the original and a copy to your regional office secretary. DO NOT send any of the other financial records to the regional office – only the 3-page TAR. The regional office will keep one for their records and forward the original to the accounting department.
- file your copy of the TAR and all supporting documentation in your 6-month file for that TAR (see Set up files above)

13. **Present signed TAR to General Membership Meeting**

The treasurer’s report on local finances is a standing item on the agenda of each general membership meeting. This allows the members to know the state of the local treasury and to take necessary corrective steps should that need arise.

If for any reason the treasurer’s report on the TAR is not acceptable, the meeting may direct the treasurer 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 the treasurer, or the finance committee (if one exists), or by a special committee appointed for that purpose.

You can make copies of Schedule A for the meeting, or simply present an abbreviated version such as the following to present to the meeting:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening bank balance</td>
<td>$______</td>
</tr>
<tr>
<td>Rebates received and other revenues</td>
<td>$______</td>
</tr>
<tr>
<td>Expenses</td>
<td></td>
</tr>
<tr>
<td>Meetings</td>
<td>$______</td>
</tr>
<tr>
<td>Operational</td>
<td>$______</td>
</tr>
<tr>
<td>Other</td>
<td>$______</td>
</tr>
<tr>
<td>Bank Balance at the end of the period reported</td>
<td>$______</td>
</tr>
</tbody>
</table>

**NOTE:** Be sure to have with you all details of receipts and cheques issued in case members have questions.

After you have read the report and it is adopted, a copy is placed in the official minute book, attached to the original copy of the minutes.
OPSEU’s constitution, Article 29.6.2 states that trustees must also report to the first GMM after the TAR has been approved, to confirm that the books are in order.

14. Prepare with the LEC, the budget for the next fiscal year

- **If yours is a composite local:**
  - Work with each unit to prepare a draft unit budget with rationale for the upcoming fiscal year
  - Compile the unit budgets and bring draft to the LEC
  - Bring a representative from each unit to the LEC meeting for the budget discussion.

- **At your LEC meeting** (usually in September or October),
  - review achievements of the past year and agree on program priorities for the upcoming year (e.g. increase and train stewards in under-represented areas; improve member attendance at meetings through education and outreach, etc.)
  - review current financial picture for the local and what money you’re carrying forward
  - Identify all sources of funding (rebates, Local Time-off fund, fundraising event, etc.) for the coming year
  - Draft a budget that reflects expected revenue and expenses for projected programs and local operations

- **Write up the budget on Schedule A of the TAR form** associating program expenses with appropriate budget lines.

- **Circulate it to LEC members for final approval.**

- **Agree amongst LEC members** that at the general membership meeting where you will present the budget, you will move its acceptance. Agree on who will second the motion.
### Sample Annual Budget

For the year 2017

<table>
<thead>
<tr>
<th>Local 999</th>
<th>Previous Year Actual</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank Open Balance:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chequing Account No.</td>
<td>2530.69</td>
<td></td>
</tr>
<tr>
<td>Saving Account No./Investments</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Add Income:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quarter Rebates</td>
<td>8250.77</td>
<td>8540</td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Income (X)</strong></td>
<td>8250.77</td>
<td>8540</td>
</tr>
<tr>
<td><strong>LESS DISBURSEMENTS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MEETING EXPENSES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Membership (GMM) (2)</td>
<td>2169.50</td>
<td>2200</td>
</tr>
<tr>
<td>Executive (LEC) (4)</td>
<td>427.63</td>
<td>500</td>
</tr>
<tr>
<td>Educationals (Regional/Local)</td>
<td>1700.33</td>
<td>1800</td>
</tr>
<tr>
<td>Negotiating</td>
<td>653.56</td>
<td></td>
</tr>
<tr>
<td>Meet Your LEC (lunch &amp; learn)</td>
<td></td>
<td>450</td>
</tr>
<tr>
<td>Alternates/Observers expenses (AGM etc.)</td>
<td>1236.01</td>
<td>1300</td>
</tr>
<tr>
<td>Other- Member Appreciation Day</td>
<td></td>
<td>300</td>
</tr>
<tr>
<td><strong>OPERATING EXPENSES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td>50.00</td>
<td>50</td>
</tr>
<tr>
<td>Bank Charges</td>
<td>56.27</td>
<td>70</td>
</tr>
<tr>
<td>Communications(Telephone/Cell/Internet)</td>
<td>1151.09</td>
<td>1000</td>
</tr>
<tr>
<td>Child Care</td>
<td>196.00</td>
<td>450</td>
</tr>
<tr>
<td>Supplies (specify)</td>
<td>242.96</td>
<td>290</td>
</tr>
<tr>
<td>Other Operating Expenses (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OTHER EXPENSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Council Dues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labour Council Dues</td>
<td>125.69</td>
<td>130</td>
</tr>
<tr>
<td><strong>TOTAL DISBURSEMENTS (Y)</strong></td>
<td>8009.04</td>
<td>8540</td>
</tr>
<tr>
<td>Net Operating</td>
<td>241.73</td>
<td>0</td>
</tr>
<tr>
<td>Closing Bank Balance Dec 31, 2013</td>
<td>2772.42</td>
<td></td>
</tr>
</tbody>
</table>
15. **Present budget for approval to GMM**

It is important that members understand and make informed decisions on their local’s budget. This is the local leadership’s proposal for the local’s program over the next year, and for how money will be spent to build the local. Presenting, explaining, discussing and getting meaningful approval of the local budget is an important leadership role.

- **Distribute** copies of the budget ahead of time if you think it will help people come prepared for real discussion

- **Ensure everyone has a copy** for discussion. Some treasurers also work from a PowerPoint or flipchart version of the budget so they can focus people’s attention together on details being discussed

- **Don’t assume** everyone understands how a budget works or what the figures in different columns mean. Take a few moments to explain how the budget anticipates money in and money out, and where people will find these on the budget sheet. This is an education role.

- **Review new or unusual items**, explaining why these appear in this proposed budget (e.g. childcare to support attendance at meetings of temp staff)

- **Be prepared to answer questions** both about how a budget works and the actual budget you are proposing

- **Guide and time-limit the discussion** so that people can pose legitimate questions but it doesn’t go on and on

- **Move acceptance of the budget** (as amended if there are amendments) and be sure you have a seconder.

- **The vote approving the budget** will be recorded in the general membership meeting minutes.
OPSEU Local Audit Checklist

Here is what local trustees will be checking when you submit your Trustee Audit Report. Use it as a checklist for yourself.

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minutes of LEC and General Membership meetings during the year have been examined and support the following:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Election of LEC, trustees and other officers of the local are recorded;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Signing officers for the local’s bank accounts have been duly approved and their signatures appear in bank resolutions approved in the minutes;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Bank accounts appearing on the Trustee’s Audit Reports have been duly authorized in the minutes;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) Formal budget approval covering the nature and dollar limits of expenses are to be funded by rebates from head office;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e) Approved changes to existing or new bylaws are duly recorded. (Must have OPSEU President’s signature)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Banking</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) All bank accounts appearing on the Trustee’s Audit Reports have been duly authorized by a resolution passed by the local and the signing officers have been approved in the minutes of the local meeting;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) All bank accounts appearing on the Trustees’ Audit Reports are in the name of OPSEU Local xxx and not that of any individual person;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) All banking transactions are supported by a bank statement;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) All rebate cheques have been received and deposited into the local’s bank account. Rebates are normally received in February, May, August and November;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Disbursements

a) Local membership expense forms and Invoices are approved by an LEC member;  
b) All payments from the duly authorized local bank account(s) are by cheque; or by pre-authorized payments or online banking, with proper documentation, if local bylaws permit.  
c) The only signatures appearing on the cheques are those of the signing officers approved by the general membership. Only the following can sign cheques - President, Vice President, Secretary, Treasurer, (or Secretary/Treasurer) and Chief Steward. (OPSEU Constitution, 29.10.1)  
d) All cheques are  
  - pre-numbered  
  - signed by two duly elected signing officers  
  - recorded on a cheque stub and/or in a disbursement journal showing the date, payee and amount paid, together with an explanation of what the payment represents  
  - name on cheque matches name on disbursement journal/stub

### Deductions from Local Rebate

a) Advance(s) issued to members are cleared by submission of a local membership expense claim  
b) Local Time-off Fund (80/20) is deducted according to the approved Local Time-off forms;  
c) Deductions for honorarium/wages/own time are for your local and match the amount approved by the LEC/GMM;

### Re-imbursement/Advance from Head Office (if applicable)

a) Claims for area and labour council dues have been filed with head office;  
b) Advance for approved local education has been submitted or request for re-imbursement for approved local education expenses has been submitted;  
c) Request for Northern Lights fund have been submitted to the Regional Vice-president (RVP);
d) One Time Communication Incentive Fund has been filed with the communications department;

<table>
<thead>
<tr>
<th>Reconciliation</th>
</tr>
</thead>
</table>
| a) The opening and closing bank balances appearing in the Trustees’ Audit Reports and/or Schedule A:  
  - are in agreement with the “book” balance as per the records of the local or the balance reported on the bank statements; or  
  - a reconciliation between the “book” and bank balances has been provided by the local treasurer; |
| b) All reconciling differences appearing on the bank reconciliation have been verified by examination of the supporting documentation (e.g. bank deposit slips, bank memos, or outstanding cheques); |
| c) All deposits made, cheques issued or transfers between accounts, and all bank passbooks or bank statements for the period under audit have been duly accounted for. |

<table>
<thead>
<tr>
<th>Investments</th>
</tr>
</thead>
<tbody>
<tr>
<td>All investments in short-term deposits, deposit certificates or other securities have been duly authorized in the minutes of the local and are registered in the name of the local.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>All transactions of the local for the 6-month period, have been solely for legitimate trade union purposes.</td>
</tr>
</tbody>
</table>
Twenty “What if You Never Dared to Ask”

1. What if there’s a box of old receipts and no ledger or records?
   - Sort receipts by year and match them against cashed cheques. Staple the receipts to the cashed cheques.
   - Record matched cheques and receipts in the ledger (optional for small locals).
   - Investigate unmatched cheques and receipts by:
     i. talking to the past treasurer or LEC
     ii. checking old bank statements and trying to identify unmatched cheques or receipts.
   - If there are missing cheques or bank statements, request back copies from the bank.
   - Once you have collected all the information possible, prepare the TAR for presentation to the LEC.
   - Provide explanations of unmatched items to accompany the TAR.

2. What if the past treasurer doesn’t have, or won’t give you the books?
   - If there is no ledger, review the bank book. There may be cheque stubs that could provide enough information to create a 6 month TAR.
   - If the old treasurer does not want to release the books, then the president or OPSEU staff rep can get involved to help persuade her/him.

3. What if you can’t find any copies of your local’s past trustee audit reports (TARS)?
   - If TARs have been submitted, they are available from your regional office and at head office. Call your regional secretary.

4. What if the trustee audit reports are in arrears? No, I mean really in arrears by more than 2 years?
   - Locals become “delinquent” after 12 months (missing 2 TAR’s). Once delinquent, head office withholds rebate cheques from the local until missing TARs are submitted.
• If the local is in arrears up to 36 months, then you will have to find out why and gather enough documents to create a TAR that can be audited by the trustees. In this situation, a TAR can be done for one whole year.
• If the local is in arrears 36 months (missing 6 TARS) or more, it will automatically lose its first arrears payment. At 42 months, it will lose its second arrears payment, and so on.

5. **What if you know your local has bylaws, but nobody knows where they are?**
   • If your local has approved bylaws, they were sent to OPSEU’s president’s office for approval.
   • Once approved, head office should send a copy to the local and to the regional office. A copy of the by-law is also kept in head office by the supervisor of membership services.
   • You can go to your regional office or to the supervisor of membership services if your local no longer has a copy.

6. **What if your local has no budget for this year?**
   • Locals are required to develop an annual budget. (Article 29.10.5 of OPSEU’s constitution says, “the LEC shall present a budget to the annual general membership meeting of the Local. The budget in multi-unit and composite locals shall include budget lines for each unit, based on the number of dues-paying members in the unit and the projected unit activity for the year.”)
   • In the absence of a budget, expenditures will have to be presented and passed as a motion at a GMM, unless there are bylaws that deal with spending authority.
   • Your LEC may want to develop a mini-budget for the rest of the year and get it passed at the GMM to guide your finances.

7. **What if you want to change the local’s bank or bank accounts?**
   • If all the previous signing officers are available than the local officers including the treasurer can go with them to the bank and get registered as new signatories, and remove past officers as signatories. Everyone should have two pieces of I.D.
• Fill in the “Change in Signatory” form, submit it to your staff rep who will forward it to OPSEU’s 1st vice-president.

• Don’t forget to call your OPSEU staff representative for assistance with this, should you need it.

• Tell the bank that you want:
  o to set up a not-for-profit chequing account;
  o cheque books with chits/stubs beside the cheque
  o the bank to send monthly bank statements and cashed cheques to you, the treasurer

8. **What if the bank does not return cashed cheques?**
• When you set up your account, instruct the bank to send you monthly statements along with your cashed cheques. Banks are now providing scanned cheques along with the bank statement.

• Scanned copies are acceptable if they provide a picture of both front and back of the cheque.

9. **What if you find automatic withdrawals from the local’s bank account(s)?**
• OPSEU’s constitution is clear - disbursements are to be by cheque only, except for a reasonable amount in petty cash unless local bylaws permit pre-authorized payments or online banking. Supporting documentation must be provided.

• Automatic withdrawals are **NOT** allowed.

• If you find automatic withdrawals:
  o Get the bank’s help in identifying the source(s) of the withdrawals
  o Talk to the person(s) who made the withdrawals to get receipts.
  o Cancel withdrawal privileges and explain why.

10. **What if the past practice was that the president kept the cheque book and s/he still expects to do so?**
• The responsibility for the bank account and all related transactions is with the treasurer. The treasurer is an authorized signatory on the local accounts.
• Explain to the president that while “financial control rests with the LEC,” the constitution also states that “the treasurer shall be responsible for proper administration of the assets of the local including the operating funds” (constitution, article 29.5.4).

• Reassure the president that financial decisions will be brought to quarterly LEC meetings for discussion and approval.

• Work with the president and the rest of the LEC to establish proper protocols for approval and payment of expenses.

11. What if there is a rebate cheque in the file that hasn’t been cashed?
• Deposit the cheque into the local’s account if not stale-dated (over 6 months old).

• If stale-dated, return the cheque to the accounting secretary in the Finance Department of OPSEU for a replacement.

12. What if I lost the cheque? Can someone else cash it?
• Cheques are stamped at the back “for deposit only to Local ____.” It is highly unlikely than someone can deposit it to their own account.

• Contact the accounting secretary at head office at once. S/he will put a trace and immediate stop-payment on the cheque. Once the bank confirms the cheque has not been cashed, head office will issue you a replacement cheque.

13. What happens to the rebate cheques being withheld at head office?
• Remember, rebate cheques are withheld after the local is in arrears by 12-months or more in its TARS (2 reports).

• Up until 36 months of arrears, rebate cheques are held in trust until you submit your TARs for the 6-month periods that are missing.

• Once all TARs are submitted, rebates cheques being held, will be sent to the local treasurer on record.

• If the local is in arrears 36 months (missing 6 TARs) or more, it will automatically lose its first arrears payment. At 42 months, it will lose its second arrears payment, and so on.
14. **What if my local paid Labour Council dues?**

- OPSEU’s policy is to reimburse locals for 90% of their labour council dues once they provide proof of payment.

- Fill out the labour council reimbursement form on OPSEU’s website [http://www.opseu.org/sites/default/files/labour_council_dues_english.pdf](http://www.opseu.org/sites/default/files/labour_council_dues_english.pdf) and submit it to the Accounting Services Unit secretary at head office.

15. **What if the president or local delegates asks for an advance to attend OPSEU’s annual convention (AGM)?**

- The president is an automatic delegate to convention and can ask for an advance from head office.

- For convention, head office only pays for delegate rooms that are twin and shared. If there is a local by-law or a motion to pay the other half of the delegate’s room then s/he can ask for an advance to offset the cost.

- Reconcile advances against a local member expense claim.

16. **What if I wanted, as local treasurer, to take time off work to prepare the TAR?**

- OPSEU has a Local Time-off Fund (also called LTO or 80/20) which allows members of a local to take time off for local business, and get reimbursed for lost wages. OPSEU pays 80% and the local pays 20%.

- The member submits to the accounting secretary, her/his expense claim with the LTO form approved by the LEC and the staff rep, along with proof of lost wages.

- OPSEU issues a cheque to the member, less 25% income tax, and sends the member a T4A at the end of the year.

- OPSEU then deducts 20% of the gross cost in the next rebate cheque to the local. (See OPSEU Local Funding Support on page 43 of this Toolkit, and the form on-line for rules and limitations)

17. **What if you find something fishy when you start to pull things together?**
• Investigate to be able to state clearly what doesn’t add up.

• Bring any irregularities to the attention of the LEC and your OPSEU staff representative.

• The LEC can ask the OPSEU staff rep to request that the regional vice-president assign a regional auditor for an external audit of the local’s finances.

• In the interim the local can open a new bank account to continue operation. (See #7 above.)

18. **What if there is only one trustee to sign the TAR, or no trustees?**
• Note: the local should always try to elect at least 2 trustees

• If there’s only one trustee, that person can sign and authorize the TAR.

• After the trustee signs the TAR, submit the TAR with a letter of explanation to the LEC and then to the regional secretary.

• If there are no trustees, then the local must elect them at the next GMM.

• If the next GMM is months away, the LEC may have to appoint two members in good standing who are not stewards to the interim position. This should be documented in LEC minutes.

• Inform your OPSEU staff rep and regional secretary of the names and contact information of the acting trustees by filling out the Local Contact Form and sending it in.

19. **What if the trustees refuse to sign the trustee audit report that you pull together?**
• Trustees can refuse to sign but they must provide you an explanation and outline what is required to make the TAR acceptable.

• If you can gather the required information, do so and resubmit.

• If not, you should go to your LEC for assistance to provide answers and make any necessary decisions to produce an acceptable TAR.
- If you provide satisfactory answers and the trustees still refuse to sign, contact your OPSEU staff rep for assistance.

**20. What if our local wants to invest excess funds?**
- Locals can invest in safe and secure instruments such as T-Bills and GICs.
- This decision should be proposed and voted on at a general membership meeting.
OPSEU Local Funding Support

For locals, the main source of operating funds comes from the dues rebates received from OPSEU head office.” However there are other methods for a local to receive money.

Area Council and Labour Council dues
Locals may apply for reimbursement for either of these dues payments. Fill out the form(s) which is available on OPSEU’s website. Attach receipts to the form and send your submission to the secretary of accounting at OPSEU head office. Reimbursement can only be claimed for the current and previous year at any one time. 90% of the dues are reimbursed. (By policy)

http://www.opseu.org/sites/default/files/area_council_dues_rebate_english.pdf

Communications Incentive fund
This is a new fund to assist locals in setting up a reliable and secure e-mail and Internet link. It is a one-time grant of $500. Requests are sent to OPSEU communications department.


Local Education Fund
If you want to organize local education, funds are available from your region to reimburse some of the costs. Eligible costs include: meeting room, travel and childcare costs of members attending; audiovisual rental and photocopying; services for special-needs participants; a meal and/or coffee. NOTE: lost wages and/or own time will NOT be reimbursed.

If you want the funding up front:

- prepare a cost estimate or budget for the local education being planned and specify the amount requested;
- submit the request to your regional vice-president (RVP) for approval;
- the RVP sends the request for the approved amount to the senior claims clerk;
- the senior claims clerk issues a cheque for the approved amount to the local or a specified member;
- after the event, the local treasurer submits the receipts along with the original request to the senior claims clerk.
If you have run the event and now want reimbursement:
- send the request with attached receipts to the RVP after the event;
- the RVP approves an amount and submits that to the senior claims clerk;
- the senior claims clerk sends a cheque for the approved amount to you, the local treasurer.

Local Time Off fund (80/20 Fund)
OPSEU will fund a local based on its signed up membership as of the previous year. The funding formula is $25.00 per member in good standing per year. OPSEU will pay $20.00 per member, the local contributes $5.00. Time off is for the operation of the local and is intended for a range of activities including grievance handling, local executive committee (LEC) planning, trustee audit reports, mobilizing and leadership recruitment etc. It can be initiated by the LEC or by a member. The LEC fills out the request form and signs it. The LEC must get the approval and signature on the request form, of the local’s staff rep. The LEC or staff rep then sends the request directly to the senior claims clerk. (By policy) [http://www.opseu.org/sites/default/files/local-time-off-fund-application-and-information-form.pdf](http://www.opseu.org/sites/default/files/local-time-off-fund-application-and-information-form.pdf)

Northern Lights Fund
The Northern Lights Fund was established to provide special assistance to locals from remote geographical areas to enable them to conduct the business of running the local. The cap per local is set at $6,000.00 per year. 1 Any local may apply once a year for assistance for travel, accommodation and meals for LEC and/or GMM meetings. Trustee audit reports must be up to date. Submit requests to the regional vice-president before October 31. The local is expected to report, with attached receipts, on the use of the money allocated. [http://www.opseu.org/sites/default/files/northern-lights-funding_application-form-en-mar-2013.pdf](http://www.opseu.org/sites/default/files/northern-lights-funding_application-form-en-mar-2013.pdf)

Regional Hardship Fund
The regional hardship fund is to assist OPSEU members in good standing who are experiencing unexpected and/or temporary financial hardship. The regional hardship fund provides emergency financial assistance to eligible OPSEU members based on need, duration and available budget. [http://www.opseu.org/sites/default/files/regional_hardship_fund_application_form_-_revised_2013.pdf](http://www.opseu.org/sites/default/files/regional_hardship_fund_application_form_-_revised_2013.pdf)
Solidarity Reserve Fund
The purpose of the fund is to provide members with financial assistance in areas where OPSEU members find their employment and/or economic security threatened by actions taken against them by others arising out of their employment situation. Maximum is $5,000. Members must apply to OPSEU’s legal counsel for approval.

Special Assistance Fund
Locals can apply for $1000.00 annually to the office of OPSEU’s first vice-president/treasurer for special assistance if the local has financial problems. Locals must send in a financial statement (trustee audit report) along with their letter of request to the office of OPSEU’s vice-president/treasurer. (By policy)

Start up Local Funds
OPSEU head office will issue a $1000.00 start-up fund for newly organized locals, on application. Just send a memo to the office of OPSEU’s 1st vice-president/treasurer (By policy) *Note: Members in new locals do not start paying dues until they have a first collective agreement.
Glossary of Terms

Advance on Expenses
A sum of money advanced to a member before attending a duly authorized meeting. The member must submit a local membership expense claim form after the meeting noting the amount of the advance deducted from expenses owing.

Auditing
Inspecting accounting records to see if they have been properly kept as per OPSEU’s constitution

Bank Reconciliation
The task of adjusting the balance on the books with the balance on the bank statement, by reviewing the outstanding deposits, outstanding cheques, bank charges and interest.

Bank statement
A statement of monthly transactions that have occurred in the local’s bank account ie. bank charges, cheques cashed, rebate deposits

Cashed cheque
An issued cheque that has been cashed.

Chit/Stub
A chit/stub that was attached to a cheque that has been issued. It will contain the same information that is on the cheque

Disbursement
A payment by cheque, of a member’s expense or an invoice.

Fiscal year
The 12 month period of January 1 to December 31 for financial reporting purposes.

GIC
Guaranteed Investment Certificate – money that is invested with a financial institution which pays a fixed interest rate for a specific time period for the use of that money.
Honoraria
Taxable remuneration paid to local officers to offset expenses or to recognize service. Honoraria are paid by OPSEU head office and not by the local, because head office issues T4A forms to those receiving the honoraria.

Ledger
It is a book or journal that has entries for receipts and disbursements

Local budget
A budget developed by a local for a fiscal year as per OPSEU’s constitution. “The budget in multi-unit and composite locals shall include budget lines for each unit, based on the number of dues-paying members in the unit and the projected unit activity for the year.” (OPSEU Constitution, 29.10.5) A local budget is a spending program which projects revenue and expenses for the coming year. It takes into account constitutional requirements for two general membership meetings, as well as the program it wants to run to build the local. A local budget must be presented to and approved by the general membership meeting.

Local Bylaws
A set of “rules” that govern how a local conducts its business. If a local does not have its own bylaws, those found in Article 29 of OPSEU’s constitution are in force.

Membership Expense Claim Forms
Forms to be completed by members who attended duly authorized union meetings and events and who are claiming reimbursement for eligible expenses incurred in their participation in those events.

Motions
A motion is a proposal put before the meeting for discussion and approval by the membership. For example the treasurer moves acceptance of the local’s proposed budget for the upcoming year. This will be seconded by another member and then discussed and voted on by the membership.

Own Time
“Own time” is a member’s time off paid work during which s/he is doing union business. Some locals have bylaws which allow for payment of small amounts to compensate members doing specific local tasks on “own time”. Head office will pay “own time” of $45.00 if a member uses a vacation day, a compressed work day, or lieu time for union business. To claim such compensation you should
submit supporting documentation such as a letter from the employer or a pay stub indicating the use of a vacation or lieu day, etc.

**Outstanding Deposit**
A deposit to your account that the bank received after the cut-off date for the current month’s bank statement.

**Quorum**
A designated number of members who must be present at a meeting to legally transact business. Article 29.8.2 of OPSEU’s constitution outlines quorum requirements for different sized locals.

**Receipt**
Written proof of payment.

**Regional Member Auditor**
A selected member from a specific region that will upon request from the regional vice president perform an external audit on a local

**Signatory**
A duly authorized member of a local that can sign cheques. The constitution states that the only local signatories will be the president, vice-president, treasurer, or secretary/treasurer.

**TAR**
Trustee Audit Report- a six month, financial report that is drafted by the local treasurer, presented and discussed with the LEC, and the LEC-approved version is given to the local trustees for auditing. The audited TAR is presented to the local’s next general membership meeting.

**T-Bill**
Treasury Bill – money that you invest for a short-term (usually 30-90 days) with the provincial or federal government. The buying and maturity rates for the investment are specified at the outset so you know how much you are making with your investment.

**Time-Off**
Reimbursement for loss of pay when representing the union on authorized union business.
**Transaction**
A record of a financial action of receiving or spending money, and recording bank charges and interest.
What the Constitution Says about the Local Treasurer

The Roles
29.2.1 allows for a treasurer or a secretary-treasurer as one of the principal officers of the local.

29.5.4 says, “the treasurer shall be responsible for proper administration of the assets of the local including the operating funds.”

Term of Office
29.3.1 says that “the term of all LEC officers shall be not more than two years or less than one year and shall be deemed to be two years unless a local adopts a bylaw to the contrary. For the sake of continuity, terms of office may be overlapping, if so provided in Local bylaws.”

29.3.3 says “Any Member of the LEC may stand for re-election provided that a Unit Steward must first have been elected or re-elected as a Shop Steward, and an Officer must first have been elected or re-elected as Shop Steward (and, in a multi-unit or composite local, as a Unit Steward).”

Local Financial Operation
29.10.1 says
- “all funds of locals shall be used only for legitimate trade union purposes”
- “accounting for revenue and disbursements shall be done in a proper and business-like manner”
- “except for reasonable amounts in petty cash accounts, all expenditures shall be by cheque and properly supported by vouchers” or “Where the local bylaw permits, and where proper supporting documentation is available, local expenditures may be made by pre-authorized payments or by online banking”
- “the signing officers of a Local shall be any two of the president, vice-president, secretary, treasurer (or secretary-treasurer), and chief steward,”

Finances with units in a Composite
29.10.2 says
- “financial control of units shall rest with the LEC”
- “locals and/or units shall have full control of funds they may raise through their own activities or through local assessments”
- “the local shall be obligated to supply sufficient funds for the holding of unit general and negotiating meetings but may retain authority to make the necessary arrangements for said meetings.”
Annual Local Budget
29.10.5 says
- “the LEC shall present a budget to the annual general membership meeting of the local”
- “the budget in multi-unit and composite locals shall include budget lines for each unit, based on the number of dues-paying members in the unit and the projected unit activity for the year.”

Dues decisions
29.10.6 says
- “no assessment of the membership to increase revenue may be levied by the LEC unless the assessment has been approved by at least two-thirds of the members of the Local who vote in a referendum or two-thirds of those voting at a general membership meeting”
- “at least 10 days notice is required for such a meeting”
- “the notice of meeting shall include a statement of intent to increase or decrease the local assessment and by what amount.”

Financial Accountability to the Membership
In addition to presenting an annual budget, Article 29.6.1 says:
- “every local shall elect an audit committee composed of at least two members to be known as trustees”
- “the trustees shall be elected at a general membership meeting from among the members and may not hold any other office in any local”
- “They shall hold office for a two-year term, but at the first election in a local the terms may be varied to provide subsequently for overlapping terms.”

29.6.2 describes the roles of the trustees
- “the trustees shall examine all books, records, and properties of the Local, including any unit thereof, at least twice each year”
- “All officers of the local are required to make available all necessary documents to the trustees on reasonable notice”
- “The trustees shall file an audit report in a form specified by headquarters, to headquarters at least once in every six months”
- They “shall also make a full report at the first general membership meeting following each audit.”
New Local Bank Account(s)
(eg: Strike Administration, New Locals)

GMM Minutes accompanied with this form are to be submitted by Staff Representative for processing to the First Vice-President/Treasurer’s Office

Refer to Section 15 of the OPSEU Policy Manual for Complete Regulations

Regional Office: __________________________  Local: __________________________

Staff Representative: ______________________  Date: _________________________

Financial Institution: _______________________________________________________

Street: ______________________  City: ______________  Postal Code: ____________

Contact: ______________________  Title: ______________________

Email: ______________________  Fax: ______________  Telephone: _____________

Bank Account #: ______________________  Transit #: _________________________

OPSEU Constitution Article 29.10 – Financial Operations – The signing officers of a Local shall be any two of the President, Vice-President, Treasurer, Secretary (or Secretary/Treasurer) and Chief Steward

Signatories

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Signatory Changes to Existing Bank Account(s) Form

GMM Minutes accompanied with this form are to be submitted by Staff Representative for processing to the First Vice-President/Treasurer’s Office

Refer to Section 15 of the OPSEU Policy Manual for Complete Regulations

Regional Office: ______________________________ Local: __________________________
Staff Representative: _________________________ Date: __________________________
Financial Institution: __________________________________________________________
Street: __________________ City: ______________ Postal Code: __________
Contact: ___________________ Email: ____________________________________________
Title: ___________________ Fax: ______________ Telephone: ______________________
Bank Account #: _______________ Transit #: ________________

**Signatories to be Removed**

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**Effective Date:** ________________

OPSEU Constitution Article 29.10 - Financial Operations – The signing officers of a Local shall be any two of the President, Vice-President, Treasurer, Secretary (or Secretary/Treasurer) and Chief Steward

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