

TRUSTEES REPORT



To be completed once each calendar year as per Article B.3.12 (d) of the CUPE Constitution

Regular Remittance

Direct Remittance

LOCAL UNION No. _____ OF _____
(city, province)

FOR THE TWELVE MONTHS ENDED _____ 20_____
(date)

MONEY RECEIVED

Balance from previous report	\$	C
Initiation fees received		
Union dues received from employer <i>(as detailed in chart below)</i>	(i)	
Other money received (specify)		
TOTAL MONEY RECEIVED	\$	A

(i) Union dues received from employer for the months of: _____ to _____

	\$	Membership	
		<u>Full-Time</u>	<u>Part-Time</u>
Month 1			
Month 2			
Month 3			
Month 4			
Month 5			
Month 6			
Month 7			
Month 8			
Month 9			
Month 10			
Month 11			
Month 12			
TOTAL (i)	\$		

MONEY PAID OUT

Per capita tax and initiation fees paid to CUPE National
(as detailed in chart below using the monthly per capita forms since the date of your last trustees report)

\$

Month 1	_____
Month 2	_____
Month 3	_____
Month 4	_____
Month 5	_____
Month 6	_____
Month 7	_____
Month 8	_____
Month 9	_____
Month 10	_____
Month 11	_____
Month 12	_____

\$ _____

Amounts paid to other CUPE chartered organizations:

Provincial Division
 District Council

Amounts paid to CLC:

Provincial Federation
 Regional Labour Council

Other affiliations (specify)

Salaries / Honoraria

Operating expenses (includes stationery and printing, postage, telecommunications, rent, flowers, gifts, donations, etc.)

Bonding premiums

Convention, conference and seminar costs

Bank charges

Executive and committee expenses

Other money paid out (specify)

TOTAL MONEY PAID OUT

\$ _____ B

CASH BALANCE (A less B)

\$ _____ C

ASSETS AND DEBTS OF LOCAL UNION

AS AT LAST DAY OF PERIOD COVERED BY THIS REPORT

_____ 20 _____

(date)

ASSETS:

Cash balance (enter amount C from previous page)	\$ _____
Union dues owed to the local	_____
Bonds owned by the local	_____
Property owned by the local	_____
Investments	_____
Other assets (specify)	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL ASSETS

\$ _____

DEBTS:

Per capita tax owed to National Office	\$ _____
Other per capita tax owed (specify)	_____
_____	_____
Other invoices owed (specify)	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL DEBTS

\$ _____

UNION DUES BASED ON:

_____ (specify type and rate of dues: percentage, hourly, monthly flat rate, etc.)

MEMBERSHIP REPORT AS AT

_____ 20 _____

(date)

Number of members as of previous trustees report _____

DURING CURRENT REPORTING PERIOD

Number of new members _____

Number of members removed from the list _____

Number of employees paying under Rand Formula * _____

**Note: "Rand Formula" comes from the name of the judge who ruled that employees who decided not to join a union still had to pay union dues.*

<p>We, the undersigned, have examined the books and records of CUPE Local _____ for the period indicated above, and have found everything in order and correct with the following exceptions: <i>(no comment is necessary, if everything is in order and correct)</i></p>		<p>In compliance with the Constitution and By-laws of the Canadian Union of Public Employees, the Trustees shall examine the books and records of the Secretary-Treasurer and inspect or examine all properties, bonds and all other assets of the local at least once each calendar year.</p>
<p>TRUSTEES SIGNATURES:</p> <p>_____</p> <p>(Print name _____</p> <p>and _____</p> <p>phone no.) _____</p> <p>_____</p> <p>_____</p>		<p>Three copies of this report shall be prepared and signed by the Trustees. One copy is to be sent to the National Secretary-Treasurer, one copy is to be left with the Secretary-Treasurer of the local, and the third copy is to be retained by the Chairman of the Trustees and shall be presented to the next membership meeting.</p>