

## **TRUSTEES' AUDIT REPORT (TAR)**

### **AUTHORITY**

**Section 29.6.2 of the Constitution is the general authority requiring the election of Trustees and the completion of their Audit Report twice yearly.**

#### **Specifically:**

- (1) Every Local shall elect an audit Committee composed of at least two members, to be known as Trustees.
- (2) Trustees shall be elected at a General Membership Meeting from the members and may not hold any other position in any Local.
- (3) Trustees shall hold office for a two-year term.
- (4) The Trustees shall examine all books, records and properties of their Local, including any unit thereof, at least twice a year.
- (5) All Officers of the Local are required to make available all necessary documents to the Trustees on reasonable notice.
- (6) Trustees shall file an audit report in a form specified by Head Office every six months for the period ending June 30<sup>th</sup> and December 31<sup>st</sup>.

### **GUIDELINES FOR COMPLETING THE TRUSTEES' AUDIT REPORT (TAR)**

- (1) The Trustees' Audit Report shall be prepared in triplicate with LEC/General Membership Meeting Minutes attached, one copy to Head Office, one copy to Regional Offices and one copy for Local's file.
- (2) All of the following items are necessary to complete the verification:
  - Schedules "A" and "B" prepared by the Treasurer for the six-month period.
  - All supporting vouchers, receipts, expense claims etc.
  - Bank statements and cashed/voided cheques.
  - Bank reconciliation (usually on the back of bank statement)
  - Minutes of Executive and Membership Meetings
  - Any other financial records relating to extra revenue or expenditures.
- (3) Examine records of all monies received, including quarterly rebates, being certain to check that all monies received are deposited into the bank account.
- (4) The Trustees should satisfy themselves that each expenditure is supported by appropriate documentation.
- (5) All cashed cheques should be cross-checked to the receipts and minutes of GMM/LEC meetings for approvals, date, payee, amount and signing officers.
- (6) Ensure that all funds of the Local are used only for legitimate trade union purposes - Section 29.10.1 of the Constitution.
- (7) Head Office will assist any local that requests financial advice.

**NOTE:** Rebate cheques will be held "In Trust" for TARS in arrears for 18 months.

**ONTARIO PUBLIC SERVICE EMPLOYEES UNION  
TRUSTEES' AUDIT REPORT**

We have examined all books, records and properties  
of Local \_\_\_\_\_ and certify:

1. That we are the duly elected Audit Committee as required by 29.6.2 of the Constitution.
2. That the report is a true and correct record of the financial condition of Local \_\_\_\_\_ for the six months ended \_\_\_\_\_, 20\_\_ and the balance in the bank at that date; and,
3. That all expenditures are required by Art. 29.10.1 of the Constitution and are "for legitimate trade union purposes".

Credit Union/Bank/Trust Company	Address

Chequing Account No.	\$
Savings Account No.	\$
Investments (state type and values)	\$
	\$
	\$

Liabilities (state type and value)	\$
	\$
	\$
	\$

\_\_\_\_\_  
REGIONAL OFFICE

\_\_\_\_\_  
STAFF REPRESENTATIVE

\_\_\_\_\_  
LOCAL PRESIDENT

\_\_\_\_\_  
LOCAL TREASURER

\_\_\_\_\_  
PLEASE PRINT TRUSTEES' NAME

\_\_\_\_\_  
Trustee Signature      Date

\_\_\_\_\_  
PLEASE PRINT TRUSTEES' NAME

\_\_\_\_\_  
Trustee Signature      Date

**PLEASE COMPLETE AND SUBMIT AS FOLLOWS:  
(1 copy to Head Office and 1 copy to Regional Office)  
WITH LEC/GENERAL MEMBERSHIP MEETING MINUTES ATTACHED**

**SCHEDULE "A"**

Local \_\_\_\_\_  
Statement for the period from \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_

	ACTUAL	BUDGET
<b>Bank Open Balance:</b>		
<b>Chequing Account No.</b>	\$	\$
<b>Saving Account No.</b>	\$	\$
<b>Add Income:</b>		
<b>Rebate(s) from Head Office</b>	\$	\$
<b>Other (specify)</b>	\$	\$
<b>Total Bank Balance(s) Income (X)</b>	\$	\$
<b>LESS DISBURSEMENTS:</b>		
<b>MEETING EXPENSES:</b>		
<b>General Membership</b>	\$	\$
<b>Executive</b>	\$	\$
<b>Educationals</b>	\$	\$
<b>Unit</b>	\$	\$
<b>Negotiating</b>	\$	\$
<b>Social and Community Activities</b>	\$	\$
<b>Alternates/Observers expenses</b>	\$	\$
<b>Other Meeting Expenses</b>	\$	\$
<b>OPERATING EXPENSES:</b>		
<b>Postage</b>	\$	\$
<b>Bank Charges</b>	\$	\$
<b>Telephone</b>	\$	\$
<b>Printing</b>	\$	\$
<b>Other Supplies (specify)</b>	\$	\$
<b>Other Operating Expenses (specify)</b>	\$	\$
<b>OTHER EXPENSES</b>		
<b>Contribution to Area Councils</b>	\$	\$
<b>Labour Council Dues</b>	\$	\$
<b>Steward's Expenses</b>	\$	\$
<b>Officer's Remuneration</b>	\$	\$
<b>Strike and Other Donations</b>	\$	\$
<b>Other Expenses (specify)</b>		
<b>TOTAL DISBURSEMENTS (Y)</b>	\$	\$
<b>CLOSING BANK BALANCE (Deduct Y from X)</b>	\$	\$

Schedule "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.

