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Transaction Records

**Cashbooks or Journals
Are Required**

- Manual Cash Book
- Receipts and Disbursements
- Computerized Cash Book





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Bank Statement & Canceled Checks

You are required to:

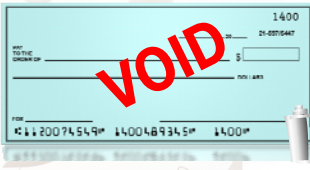
- Keep front & back copies of checks with **BANK STATEMENT**
- **RECONCILE BANK STATEMENTS** monthly
- Request **MISSING CHECKS** or bank statements
- **VERIFY DEPOSITS** to deposit slips




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Check Stubs & Voided Checks

Before storing a **Voided check**, write **"Void"** across the check in ink and tear off the **Signature Portion**







Retain All Voided Checks!

Paid Bill Records

When signing checks, you need to write the **Date Paid**, **Amount Paid**, and **Check Number** on your copy of the bill or invoice





Reimbursement Records

All **Officers**, **Members** and **Employees** must fill out an **Expense Report** with **Original Receipts** attached for expense reimbursement





Records of Petty Cash Expenditures

If your **Affiliate** has a **Petty Cash Fund**, you must maintain:

- Petty Cash Slips
- Receipts
- Petty Cash Journal





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Payroll Records

What is required of the affiliate:

- Maintain payroll records and **Withhold** from those payments at a minimum of **7.65%** to cover the employees **Social Security** and **Medicare Taxes**
- Match those taxes and deposit **15.3%** in **Payroll** taxes




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Payroll Records



What is required of the affiliate:

IRS
FORM 941

IRS
FORM 940

IRS
FORM W-2


State & Local
Payroll
Reporting


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Financial Records

All AFSCME affiliates are **Required** to prepare **Monthly Financial Reports** for their **Membership** and **Executive Board**



INCOME STATEMENT



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Financial Records

All affiliates must file annually with the IRS:



- If their annual receipts are **\$50,000** or less they should file the **IRS 990-N** electronic postcard which is due **May 15th** or **4 ½ months** after their fiscal year end. If their annual receipts are over **\$50,000** they must file a paper form: **IRS 990** or **IRS 990-EZ**
- If an affiliate pays their officers, they must file the **Appropriate** payroll tax forms
- If an affiliate has private sector members in their bargaining group, they are required to file annual returns with the **Department of Labor**

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Financial Records

Financial Reports Filed with the International Union:

- Surety Bond Report - **Signed & Dated**
- **Local Union Annual Financial Report (LUAFR)** - **Signed & Dated**
- Surety Bond **Certificate** of Coverage

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Financial Records


Keep a file of **Mortgages, Loan Agreements, Lease Agreements, Lease-Purchase or Time-Payment Contracts**, and anything which involves a **Financial Obligation** on the part of the Affiliate





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Financial Records

All documents constituting **Evidence of Ownership** by the **Local Union** of any **Property** or **Equipment** should be kept in a file.





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Financial Records

Always maintain **Minutes** of any **Executive Board**, **Membership**, or **Committee Meetings** at which any Financial Decisions were **Made, Approved or Rejected**.





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Personnel Records

Maintain...

Affiliate **Officer** or **Employee** Collective

Bargaining **Agreements** and **Personnel Policies**







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Key Point



Financial records, **Including Minutes** of the **Executive Board** and membership meetings, **Must Be Kept** for a **Minimum of Seven Years**

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KNOWLEDGE CHECK

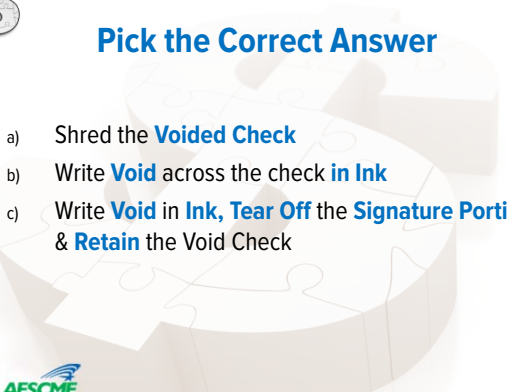

How do you **Properly Void** a check?

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Pick the Correct Answer

- a) Shred the **Voided Check**
- b) Write **Void** across the check **in Ink**
- c) Write **Void** in **Ink**, **Tear Off** the **Signature Portion** & **Retain** the Void Check

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Answer

The correct answer is “C”

Always retain all your void checks

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AFSCME'S FINANCIAL STANDARDS CODE

Article IV - Income

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Income Documentation



When Documenting, be sure to:

- Keep copies of **Transmittal/Remittance Advice** and **Membership Rosters**
- Make a **Copy** of all **Checks Deposited**
- Attach **Check Copies** to **Deposit Slips**
- Deposit funds promptly **In Full**

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Cash Receipts Journal



- CAN BE** Manual or Computerized
- RECORD** the **Date** and **Amount** of Receipt
- RECORD** the **Source** of funds
- RECORD** the **Purpose** of funds

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Dues Trust Account



- Required** if dues checks received by Affiliate contain amounts payable to others
- Only **Affiliate's Share** of dues can be **Transferred** to an operating account

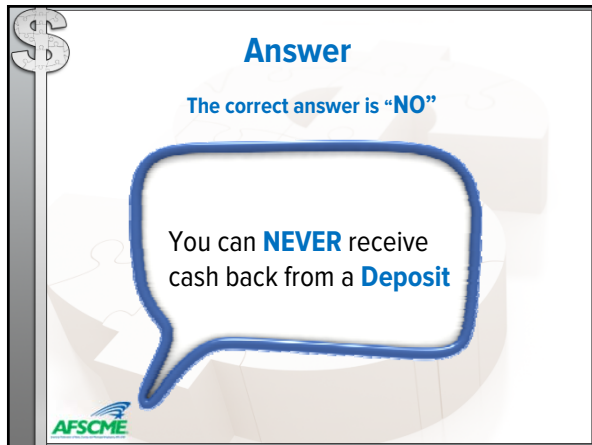
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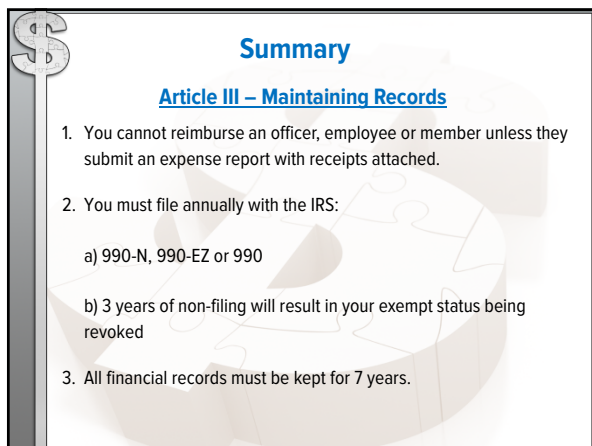
KNOWLEDGE CHECK

Are **Affiliate Officers** allowed to **Receive** cash back from a **Dues Rebate Check** they are **Depositing**?







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Summary

Article IV – Income

1. Review your dues rosters monthly to make sure dues are being deducted from current members.
2. Never receive cash back from a deposit – that is a violation of the Financial Standards Code.

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Secretary-Treasurer Workshop

This Video covers only a Small Portion of what you will learn by attending one of our regular Secretary-Treasurer Workshops

Secretary-Treasurer Training is Highly Recommended for all Union Officers and Trustees

Contact your Council or AFSCME International Representative to schedule a class in your area

AFSCME

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Helpful Resources...

- AFSCME Financial Standards Code - Article III and IV
- AFSCME Financial Standards Code - All Articles and Appendices and Trustees Audit Guide
- Frequently Asked Questions

Helpful Resources

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