

ANNUAL FINANCIAL REPORT

LOCAL UNION ANNUAL FINANCIAL REPORT

The purpose of the Local Union Annual Financial Report (LUAFR) is to aid in the compliance of Article VI, Section 12 of the International Constitution by:

- 1. Improving the bookkeeping system of the local union.**
- 2. Assisting the local in identifying and complying with the minimum prescribed standards for maintaining records.**
- 3. Providing sufficient data to the International Union to indicate that the local union is operating in compliance with the Financial Standards Code.**

AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES, AFL-CIO
1625 L Street NW, Washington, DC 20036

Lee Saunders
President

Elissa McBride
Secretary-Treasurer

LOCAL UNION ANNUAL FINANCIAL REPORT
FOR THE CALENDAR YEAR ENDED DECEMBER 31, 2021
OR THE FISCAL YEAR ENDED _____, 2022

INSTRUCTIONS

This report is to be prepared, signed, and submitted to Secretary-Treasurer Elissa McBride by mail or electronically by following the instructions at www.afscmetreasurer.org/forms. A copy of the report should be retained in the local union files. For those locals operating on a calendar year (January through December) fiscal period, the report is due no later than May 15 of each year. For those locals who have a fiscal period other than a calendar year, the report must be filed within 4½ months after the end of their fiscal year. Retiree Chapters and Retiree Subchapters are not required to fill out this report.

PART I – Description of Financial Records and Procedures

Answer each of the following questions regarding the financial records and procedures of the local union. If additional space is needed for your answers, please use the space provided on page 4, attach additional sheets as necessary and refer to the appropriate question or line number.

General

1. a. Local Union # 999 b. Affiliated with Council # 250
c. Current # of Members 123 d. Employer Identification # 51-2345678
e. Local Union Name Public Employees of DC
f. Street Address or P.O. Box # 16 Union Road
g. City Washington h. State DC i. Zip Code 20036

2. The local union financial records are in the custody of:

Name Alice Snow, Secretary-Treasurer
Address 12 National Drive, Washington, DC 20003
Cell Phone Number* (including area code) (202) 123-4567
Daytime Number (including area code) (202) 936-1212
Personal Email asnow@gmail.com

Chapters

3. Does the local have chapters or other divisions? Yes No
If YES, how many? _____
Also attach list of chapters with locations and names of chapter chairpersons.

Expenditures- Spending

4. Are all disbursements made by checks that require two signatures? Yes No
5. Does your local have a petty cash fund? Yes No
If YES, what is the maximum fund kept on hand? \$ _____

* By providing your cell phone number you consent to receive calls (including recorded or autodialed calls, or texts) at that number from AFSCME and its affiliated labor, political, and charitable organizations on any subject matter. Your carrier's rates may apply. You may modify your preferences at <https://www.afscme.org/tpca>

Reporting

6. Are monthly financial reports prepared? Yes No
If YES, please attach a copy of the most recent report.
7. Does the local pay salaries, lost time, allowances, and/or reimbursed dues to officers and/or employees? Yes No
If YES, do you prepare or have a payroll service that prepares and files the following payroll tax forms?
IRS Form 940 Yes No
IRS Form 941 Yes No
IRS Form W-2 Yes No
8. Is IRS Form 990, 990-EZ or the 990-N e-postcard filed annually? Yes No
9. Does the local have any dues paying members who are private sector employees? Yes No
If YES, is a Department of Labor LM report filed? Yes No

Political Contributions Reporting

10. Does the local make political contributions? Yes No
If NO, proceed to question 14.
11. What were the total contributions during the last calendar year? \$ _____
12. Does the local use a "Separate Segregated Fund" for making political contributions? Yes No
13. Is your local aware of the filing requirements for IRS Form 1120-POL? Yes No

Audits

Please attach a copy of your last audit report (including any "Trustees" report)

14. How often does your local have an audit? _____ annually
15. Are audit findings reported to the membership? Yes No
16. Who performs these audits? Trustees CPA Public Accountant
Other (Explain) _____

PART II – Dues

1. For locals with FIXED dues rate(s), what is (are) the current monthly rates? Full time \$ 40.00
Part time \$ 30.00
2. For locals with PERCENTAGE dues rate(s): What is the current percentage? _____ %
What is the Average Monthly rate per member? \$ _____
3. For other dues structures, check here and attach an explanation.
4. The local receives dues from: Employer Council

PART III – Financial Statements

All local unions must complete the information requested in the “Statement of Receipts and Disbursements” below and “Statement of Assets Owned and Debts Outstanding (Liabilities)” on page 4. If the local retains a CPA or Public Accountant, the Accountant’s annual financial statement(s) may be substituted for pages 3 and 4 ONLY IF the local completes page 1 and page 2 of this report, and the local’s President and Secretary-Treasurer sign and date page 4.

STATEMENT OF RECEIPTS AND DISBURSEMENTS

Receipts During Year

1.	Dues received directly from employer:	\$ _____
2.	Local share of dues forwarded directly from Council:	_____ 9,480.00
3.	Insurance premiums collected from members:	_____ 340.00
4.	Other receipts (Attach list – fundraisers, interest, initiation fees, etc.)	_____ 9,820.00
5.	TOTAL RECEIPTS (Add items 1 through 4):	\$ _____

Disbursements During Year

6.	Affiliation Fees and Per Capita Tax paid directly by local to:	
	International	\$ _____
	Council	_____ 200.00
	Other Labor Bodies	_____ 100.00
7.	Surety Bond Premium:	_____ 850.00
8.	Accounting/Legal/Arbitrations:	_____
9.	Negotiations:	_____
10.	Salaries/Lost Time/Allowances:	_____
11.	Payroll Taxes:	_____
12.	Reimbursed Dues:	_____ 4,200.00
13.	Officer Reimbursed Expenses:	_____ 750.00
14.	Conferences/Conventions:	_____ 800.00
15.	Picnics/Parties:	_____ 900.00
16.	Rent/Utilities:	_____ 7,800.00
17.	Printing/Copying:	_____ 2,020.00
18.	Office Supplies:	_____
19.	All Other Disbursements (Attach List):	_____
20.	TOTAL DISBURSEMENTS (Add items 6 through 19):	\$ _____
21.	EXCESS (DEFICIT) RECEIPTS OVER DISBURSEMENTS FOR YEAR	\$ _____

STATEMENT OF ASSETS OWNED AND DEBTS OUTSTANDING (LIABILITIES)

ASSETS OWNED

			<u>A</u>		<u>B</u>
			January 1 , 2021		December 31 , 2021
			Beginning of Year		End of Year
22.	Cash In Banks				
	Bank Name	Acct Type Account Number			
	First National Bank of DC	Checking 200-7581	\$ 642.00	\$	932.00
	First National Bank of DC	Savings 200-7584	1,340.00		3,070.00
23.	TOTAL CASH ASSETS (Note- B less A should Equal page 3, line 21		\$ 1,982.00	\$	4,002.00
24.	Other Assets (Attach List- Investments, Furniture, etc.)		\$	\$	
25.	TOTAL ASSETS (Add Lines 23 and 24)		\$ 1,982.00	\$	4,002.00

DEBTS OUTSTANDING (LIABILITIES)

26.	Unpaid Bills (Attach List)		\$ 100.00	\$	300.00
27.	NET ASSETS (Line 25 minus Line 26)		\$ 1,882.00	\$	3,702.00

Please use this space to explain answers or prepare lists as necessary.

Question Number

Additional Explanations

Part III, 4	Other Receipts	\$300.00 Fundrasier	
		40.00 Interest	
	Total Other Receipts	\$340.00	
Part III, 19	Other Disbursements	\$900.00 Postage	
Part III, 26	Unpaid Bills	\$300.00 Legal Bill	

We certify to the best of our knowledge, the information in this report is true and correct, and that all financial activities of the local union are included in the financial statements.

Paul Jones	4/8/22	Alice Snow	4/8/22
Signature of Current President	Date	Signature of Current Secretary-Treasurer	Date
(if filling out this form electronically, typed names will be treated as signatures)			

Who completed this report? (Please print) Alice Snow, Secretary-Treasurer
 Has this individual attended an AFSCME Secretary-Treasurer's Educational workshop within the last two years? Yes No