



Treasurers Hand book

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Congratulations! You have been elected as a Treasurer! What Next?

For a Newly Elected Local Treasurer

- a. Set up a meeting with the former Local Treasurer and ask for all the financial documents to pass on to you.
- b. Contact your bank and have the signing authorities changed as soon as possible. The requirements to change signing authorities are different from bank to bank:
 - If your local banks with ATB Financial- See Appendix I for the required documents
 - If your local banks with other financial institution, you need to contact that institution to find out what the required documents are
- c. Review your local policy. The local policy acts as guidelines for the elected Executive, which instructs the Executive on how to run the local the way members intend it to be run.
- d. Contact AUPE Accounting Department to arrange a New Treasurer Training.
- e. Contact all the Chapter Treasurers and arrange for a meeting with them.

For a Newly Elected Chapter Treasurer

- a. Set up a meeting with the former chapter Treasurer and ask for all the financial documents to pass on to you.
- b. If your chapter has a bank account, contact your bank and have the signing authorities changed as soon as possible. The requirements to change signing authorities are different from bank to bank:
 - If your chapter banks with ATB Financial- See Appendix I for the required documents
 - If your chapter banks with other financial institution, you need to contact that institution to find out what the required documents are
- c. Review your local policy. Under the Chapter Financing section, there is information on how your local runs chapters.
- d. Contact your local Treasurer and arrange a meeting.

Duties & Responsibilities

Local Treasurer

a. Shall be the Financial Officer of the Local and shall chair the Finance Sub-Committee

The Constitution (Article 22.03.c) requires that the Annual General Meeting of the Local shall elect a Finance Sub-Committee from amongst its members.

b. Shall have custody of all Financial and Accounting Documents and Shall be responsible for all Accounting and Financial Records of the Local

The Local Treasurer is responsible for recording and maintaining accounting and financial records. The accounting staff as designated by the Executive Secretary-Treasurer is available to provide training and assist all Treasurers.

Local records need to be maintained for ten (10) years. When local records are three years old (or sooner as per local discretion) they shall be submitted to AUPE Headquarters for storage.

All financial records requiring disposal are to be submitted to AUPE Headquarters.

c. Shall prepare and present to each Council Meeting a Current Financial Statements

A written summary of financial status and expenditures shall be produced for each Council meeting by the Treasurer.

The Treasurer shall prepare and have reviewed by AUPE Headquarters an annual financial statement.

d. Shall prepare and have audited an annual Financial Statement of the affairs of the Local

The fiscal year is from July 1st to June 30th.

By September 1st of each fiscal year, the Executive Secretary-Treasurer shall forward to each Local Treasurer a schedule (list of requirements) for the review of Local financial records, with a copy to the Local Chair.

NOTE: The Treasurer will immediately, upon receipt of the schedule, contact the Accounting Department and arrange a date to deliver Local books for review. Local books will be delivered by November 30th.

e. Shall prepare an annual Budget for presentation to the Annual General Meeting of the Local

The Local Treasurer must keep a record of Local expenditures for the fiscal year and in consultation with the Finance Sub-Committee and / or other members of the Executive, prepare an Annual Budget for the Local.

Items to be included in the Local Budget are Postage, Stationery, Mileage, Accommodation, Meals, Time off, Chapter Financing, Honorarium, Social Activities and any item which relates to policies set by the Local & AUPE Headquarters.

The Annual Budget of the Local, as adopted at its Annual General Meeting, shall be promptly forwarded to the Executive Secretary-Treasurer of the Union to be received ***no later than July 1st of each year.***

Budget Format

The best formats allow for quick reference between the prior year's budget figures, the current years actual or projected figures, and the current years proposed budget.

Appendix E provides an example of a suggested Local budget Form.

f. Shall be responsible for Expense Claims

All fully completed expense claims shall be submitted on the appropriate Expense Claim Form provided. Expense claims should be checked to ensure they follow AUPE and Local Policy. The claims should be initialed by the Local Treasurer, which indicates this process has been completed. All expenses incurred by the Local Treasurer need to be signed off by one of the other local Executive members

Appendix A -Member Expense Claim Form

Payment of Local Expenses

The Local uses the funds for Local activities according to the policy set out by the Local and AUPE Headquarters.

All funds of the Local shall be disbursed by cheque, drawn on the account of the Local that is maintained by the Treasurer and must be signed by two Executive Officers of the Local Executive Board including where practicable, the Treasurer.

Local Financial Responsibilities

- Local Council Meetings and related expenses
- local Executive Meeting expenses
- Local sub-committees formed by the Locals
- Local Seminars held by the Local
- AUPE Annual Convention Observers Only
- Any expense or purchase of the Local which is paid by AUPE Headquarters on behalf of the local
- All Chapter Financing
- All Local financial expenditures shall be reviewed prior to, or at each Council meeting by the Local Finance Committee or Local Executive to ensure cheques that have been issued have supporting documents

The following Items apply to Chapter Spending Only

- Postage, Stationery and Supplies
- Hall Rental for meetings
- Mileage for out-of-Town members attending meetings
- Telephone calls for union business
- Light refreshments for meetings
- Any item which relates to a policy that has been set by the Local Finance Sub-Committee

A reimbursement form with receipts attached for each expense is required when applying for a reimbursement of Chapter funds.

Any advances, which are received by the Chapter, must be accounted for by submitting receipts. The unused balance of advance must be returned to the Local Treasurer.

If a Chapter wishes to spend funds on any items other than those listed above, they must obtain approval from the Local Treasurer before the order or purchase is made.

j. Shall provide Information and documentation required by AUPE Headquarters

The Local Treasurer shall provide information and documentation required by AUPE Headquarters on, or before the required date. For details, see page 10-List of information to be submitted each year.

Chapter Treasurer

a. Shall prepare an annual Budget for presentation to the Chapter

The Chapter Treasurer must keep a record of Chapter expenditures for the fiscal year, and prepare an annual Budget for the Chapter. Appendix F provides an example of a suggested Chapter Budget Form.

Items to be included in the Chapter Budget are Postage, Stationery, Chapter meeting expenses, estimated mileage costs for members that are required to travel to Chapter meetings and any item which relates to policies set by the Local.

The Budget is approved at the annual Chapter meeting and sent to the Local Treasurer. The Chapter budgets aid the Local Treasurer and the Finance Committee in the preparation of the Local Budget.

b. Shall have custody of all Financial and Accounting Documents and shall be responsible for all Accounting and Financial Records of the Chapter

Some Chapters have a float or a bank account. Others are funded for specific events only as required. The Chapter uses the funds for Chapter activities according to the details set by the Local. All cheques are signed by the Treasurer of the Chapter and one other member of the Chapter Executive. It is advisable to have three signing officers, which allows the Treasurer access to an alternate second signature.

The Chapter Treasurer keeps a record of purchases and expenses and retains all receipts. He/she forwards a copy of the list with the receipts to the Local Treasurer when the float is depleted. The Local Treasurer reimburses the Chapter. When the Cheque is received from the Local Treasurer, the relevant information should be transferred to the Chapter records (the amount received, the cheque number and the date received).

C. Shall be responsible for Expense Claims

All fully completed expense claims shall be submitted on the appropriate Expense Claim Form provided. Expense claims should be checked to ensure they follow AUPE and Local Policy. The claims should be initialed by the Chapter Treasurer, which indicates this process has been completed. All expenses incurred by the Chapter Treasurer need to be signed off by one of the other Chapter Executive members.

Any chapter at its Annual General Meeting, by a majority vote, may combine the Offices of Secretary and Treasurer. The Secretary-Treasurer shall perform all the duties otherwise assigned to the Secretary and the Treasurer, but shall not be entitled to cast two votes.

The followings items are to apply to Chapter Spending Only:

- Postage, Stationery and Supplies
- Hall Rental for Meetings
- Mileage for Out-of-Town members attending meetings
- Telephone calls for union Business
- Light refreshments for meetings
- Any item which relates to a policy that has been set by the Local Finance Sub-Committee

A reimbursement form with receipts attached for each expense is required when applying for a reimbursement of Chapter funds.

Any advances, which are received by the Chapter, must be accounted for by submitting a receipt. The unused balance of advance must be returned to the Local Treasurer.

If a Chapter wishes to spend funds on any items other than those listed above, they must obtain approval from the Local Treasurer before the order or purchase is made.

Annual Review

The fiscal year is from July 1st to June 30th. The Chapter Treasurer completes the recording for the fiscal year and submits the books to the Local Treasurer for the books review.

Chapter Financial records must be reviewed on an annual basis.

- Depending on your Local policy, the chapter books shall be reviewed by the Local Treasurer or Local Finance Committee
- Failure to provide Chapter books for review by the Local Treasurer shall result in a cessation of chapter funding until the books have been reviewed

Best Practices & Recommendation to Treasurers

Check and Audit Member Expense Claim Form

- a. Member's information (member number, name, address, contact number, etc.)
- b. Details of claims (name and location of activity, date & time, km)
- c. Google Map mileage will be used in all cases for mileage via the most direct route. Extra kilometers require explanation
- d. Meal expenses are not to be claimed in those cases where meal is already provided at union's expense except under special circumstances which must be fully explained
- e. Expenses should be claimed and processed in a timely fashion
- f. Attached ORIGINAL receipts or supporting documents, ensure all funds spent by the local can be accounted for
- g. Check the calculation of the total claim
- h. Signed and dated

Cheque Disbursements

- a. Issue cheques according to the cheque number sequence
- b. Cheques should be recorded in Quicken(refer to Chart of Accounts)as soon as they are issued
- c. Cheques should never be pre-signed
- d. Cheques should be filled out completely before they are signed. It must include:
 - the date of issue
 - to whom the cheque was issued
 - the amount of the cheque
 - a brief description of the purpose of the payment

Note: Occasionally the Treasurer will prepare a cheque that ends up never being issued or one that is returned without being cashed by the payee. The Treasurer should write "void" across the front of the cheque and on the cheque stub, rip off the signature. File it with the cheque stubs or bank statement. Voided cheques should be recorded in Quicken too.

Deposit cash / cheque

- a. Ensure that the bank stamps the duplicate deposit slip when you make a deposit to the account
- b. Ensure all funds, whether cash or cheques, are deposited immediately to prevent any loss from misplacement or theft
- c. Separate list of cheques being deposited showing payer's name
- d. Breakdown of cash being deposited
- e. Write receipts for all cash received
- f. Attach the deposit slip

AUPE Headquarters Fund Transfers (EFT)

- a. Usually it's your local rebate (net of deduction)
- b. It also can be :
 - Convention accommodation (Code under Accommodation)
 - Correction for bill backs, such as Time-off , Meals, etc
 - Local investment fund interest disbursement (Code under Revenue-Interest)
 - Other than above items please contact Headquarters

Bank Reconciliation

- a. Do it monthly
- b. Never change the opening balance when you reconcile your account
- c. Enter any credit items on the bank statement that were not previously coded in Quicken
- d. Once everything is inputted and the difference is zero, click "Finished" and print the reconciliation report. If you haven't zeroed the difference, please click "Finish Later" and narrow down the reason.
- e. Resolve any unknown deposits or bank charges immediately

Convention Member Expense Claims

- a. AUPE Headquarters is responsible for all travel, salary, accommodation, and subsistence expenses of delegates attending the AUPE Convention, as approved by the Executive Secretary-Treasurer.

- b. Local Chair, PE and Delegates will receive Convention cheques at Registration from AUPE Headquarters. It normally includes 3 Breakfasts, 2 Dinners and 3 Overnights for out-of-town members.
- c. To avoid double reimbursements, please check with AUPE accounting department if any additional Convention Expenses are submitted to the local Treasurer.

Tips for Treasurers

- a. Review your local policy and make a list of all policies with respect to financial matters.
- b. Comply with AUPE Policy and Local Policy in making financial decisions.
- c. Use Local cheque to pay local transactions (Hotel/Supplier/Service Provider).
- d. Make all payments by cheque. NO cash payments.
- e. Any gift certificates/ cards/ movie passes when given out must be recorded and properly, documentation to be included with the component books. Documentation shall include event name, date, number of certificates, a list of recipients and their signatures.
- f. Before give out Honorarium/Scholarship/Education Bursary, the local Treasurer must receive the member's Social Insurance Number.
- g. Monitor finances and compare to your local budget.
- h. Keep a copy of all minutes of Executive and Membership meetings.
- i. Any significant purchases made must be supported by a motion in the minutes.
- j. Highlight to Executive if there are any issues that need to be addressed.
- k. Chapter financial records must be reviewed on an annual basis. Before funding is disbursed to the chapter, the Local Treasurer must receive the Chapter's bank statements, cancelled cheques and all supporting documents. Please ensure that these policies are being followed.

List of Information to be submitted each year

a. Proposed Budget by July 1st

b. Taxation by November 30th

Year Honorarium and other taxable benefits paid to members and any local paid scholarship /bursaries to students. The receiver information should contain:

- Name
- Social Insurance Number
- Mailing address
- Total amount paid in year (January 1st – December 31st)

c. June 30 Bank Closing Balance by August 31st

- Bank Chequing Account
- Bank Saving Account
- Term Deposits

d. Accommodation at AUPE Convention – After Convention

- Copy of detailed hotel invoice that was paid
- Updated room listing
- On invoice, classification of member attended the Convention as:
 - D = Delegate
 - O = Observer at Local Expense
- Submit to AUPE Accounting department

e. Books Review by November 30th

- Expense documents (all receipts, invoices, members expense claims)
- Revenue documents (rebate package, cash sales, cash refund)
- Bank statements & Bank reconciliation reports from July to June
- Minutes from July to June
- Year Proposed Budget
- Cheque stubs & voided cheques
- Deposit books and Term deposit documents
- Quicken date file (saved in USB)
- Local Policy

Local Investment Fund

- a. In July of 2007, AUPE made arrangements with Alberta Treasurer Branch (ATB) to administer an investment Fund open to all Locals. The investment funds allow Locals the opportunity to invest their reserve funds, giving them a professionally managed account with low administration fees and an overall rate of return.
- b. Funds are invested in a Compass Conservative Balanced Portfolio which has low risks while still yielding a fairly decent rate of return. These investments would be separate from Headquarter Accounts and would receive separate recording documents.
- c. Funds are set up as six month per term, two terms per year which run from July 1st to December 31st and January 1st to June 30th.
- d. Contributions to this fund should be made twice per year. Cheques should be made payable to AUPE and must be received by HQ Accounting department before July 1st and January 1st of each year to be included in either of the six-month term. The best time to send in your investment cheque will be in the middle of June or December.
- e. Depending on market performance, AUPE Headquarters coordinates the fund and pays the interest out twice per year. The interest earned from July 1st to December 31st may be paid in January or February. The interest earned from January 1st to June 30th may be paid in July or August.
- f. Funds can be withdrawn anytime. However, you will lose your interest if you withdraw your investment before the six-month term ends. Should you consider withdrawing your investment, please contact Executive Secretary-Treasurer to have the arrangements made.

Taxation

Payments paid to members fall into one of two categories. The first category is compensation and the second is expense reimbursement. The rules governing these payments are set out by the Canada Revenue Agency (CRA).

- a. Payments falling under the compensation category require the union to make source deductions and file T4
 - Honorariums made to members by the Locals for holding positions within the union, attending union meetings, or participating in union activities, regardless of what we call these payments, are considered compensation.
 - Honorariums are income and must be reported by the recipient regardless of the amount
 - CRA regulations indicate that Honorariums are subject to CPP and EI deductions
 - These payroll remittance MUST be paid to Revenue Canada before the end of December for details
 - Report your Local's taxation information before November 30th of each year to AUPE Headquarters' Accounting department. For details, refer to page 10-b.

- b. Payments falling under reimbursement category are not subject to tax. However, the CRA is clear that the amounts must be subject to verification and thus must be supported by actual receipts. Kilometers driven, meals and overnight Per diems are verifiable and fall within this category.

We have some Locals reimbursed their Local Executive/Council members for a tangible gift for outgoing Executive/Council members (not a Honorarium). Under the CRA policy:

- If a Local Executive/Council member selected, paid for and then provided a receipt to the Local for reimbursement of a gift purchased for themselves (regardless of the cost), it will be a taxable benefit to them.
- If the Local directly buys the gift (under \$500) for the member, providing that the payment is not in cash or near cash (e.g. not gift certificates, prepaid credit cards, etc), it will not be a taxable benefit to them.

Any payment paid to the members that may result from filing Local information with the CRA is the responsibility of the Local.

Taxation-Reportable and Non-Reportable Charts

Scenario	As an Officer	As a Member
<i>Bursaries-\$500 and more</i>	Reportable (T4A)	Reportable(T4A) (incl. Non-Members) (incl. No-Members)
<i>Scholarship-\$500 and more</i>		
<i>Honorarium-any amount</i>	Reportable	n/a
<i>Phone or Cell phone</i>	Not Reportable If: 1. The cost of the plan is reasonable 2. Is a basic plan with a fixed cost 3. Personal use does not result in additional charges 4. Phone bill is submitted If all four conditions are not met, fees must be prorated for the business use portion	n/a
<i>Long-Distance Call</i>	Not Reportable - If union business related	n/a
<i>Internet</i>	Not Reportable If: 1. Reasonable business plan 2. Extra personal expense is paid back to local 3. Internet bill is submitted	n/a
<i>Retirement Gift(From Employment)</i>	n/a	Not Reportable
<i>Out-Going Executive Award</i>	<ul style="list-style-type: none"> • Cash, gift cards, or cheques are reportable. • Physical/tangible gifts "valued" less than \$500 are NOT REPORTABLE • Physical/Tangible gifts "valued" above \$500, the portion above \$500 is REPORTABLE 	n/a
<i>Long Service Award</i>	n/a	Not Reportable
<i>Disaster Relief, ie. If member's house burned or flooded etc.</i>	n/a	Not Reportable
<i>Door Prize (small/trivial value) ie. pen, mug, T-shirt</i>	n/a	Not Reportable
<i>Clothing w/ AUPE logo (ie. Jacket)</i>	n/a	Not Reportable
<i>Member social events (Team Building , Christmas Party, Hospitality Suite etc.)</i>	May be reportable if the cost is over \$100	Not Reportable
<i>Campaign Donation to members</i>	n/a	Not Reportable
<i>Gift for special occasions (ie. Birthday, Christmas, etc.)</i>	<ul style="list-style-type: none"> • Cash, gift cards, or cheques are reportable. • Physical/tangible gifts "valued" less than \$500 are NOT REPORTABLE • Physical/Tangible gifts "valued" above \$500, the portion above \$500 is REPORTABLE 	Not Reportable