



SPFPA | Trustee's Quarterly Compilation Report

Records of financial Secretary-Treasurer

Local Union No. _____ Region No. _____

Secretary-Treasurer _____ City _____

Quarter Ending _____ 2 _____ State _____ Zip _____

The Constitution provides:

The Trustees shall have general supervision over all funds and property of the Local Union. They shall compile or cause to be compiled by a Certified Public Accountant, selected by the Local Union Executive Board, the records of the financial Officers of the Local Union quarterly as provided herein, using duplicate forms provided by this International Union, a copy of which shall be forwarded to the International Secretary-Treasurer immediately thereafter, Article XXVIII, Section 11.

INCOME	MONTH OF	MONTH OF	MONTH OF	TOTAL FOR QUARTER
Monthly Dues (Total Received)	\$	\$	\$	\$
Initiations	\$	\$	\$	\$
Reinstatements	\$	\$	\$	\$
Interest Earned	\$	\$	\$	\$
Misc. - Receipts (Specify)	\$	\$	\$	\$
Misc. - Receipts (Specify)	\$	\$	\$	\$
Misc. - Receipts (Specify)	\$	\$	\$	\$
Misc. - Receipts (Specify)	\$	\$	\$	\$
Misc. - Receipts (Specify)	\$	\$	\$	\$
Misc. - Receipts (Specify)	\$	\$	\$	\$
Misc. - Receipts (Specify)	\$	\$	\$	\$
Misc. - Receipts (Specify)	\$	\$	\$	\$
Misc. - Receipts (Specify)	\$	\$	\$	\$
Misc. - Receipts (Specify)	\$	\$	\$	\$
Total Income	\$	\$	\$	\$

This report shall be forwarded to the International Secretary-Treasurer's office, 25510 Kelly Road, Roseville, Michigan 48066, not later than 20 days after the end of each quarter.

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Balance on hand last Quarter: \$
 Total Income from Other Side: \$
 TOTAL CASH TO ACCOUNT FOR \$

DISBURSEMENTS	MONTH OF	MONTH OF	MONTH OF	TOTAL FOR QUARTER
Per Capita Tax (Dues paid to Int'l)	\$	\$	\$	\$
Initiations (Int'l's Share)	\$	\$	\$	\$
Reinstatements (Int'l's Share)	\$	\$	\$	\$
Local Surety Bond	\$	\$	\$	\$
Office Supplies & Postage	\$	\$	\$	\$
Wages	\$	\$	\$	\$
Lost Time	\$	\$	\$	\$
Travel Expense	\$	\$	\$	\$
Gas-Oil-Meals, Etc.	\$	\$	\$	\$
Internal Revenue (IRS)	\$	\$	\$	\$
State and/or Local Taxes	\$	\$	\$	\$
Telephone	\$	\$	\$	\$
Maintenance	\$	\$	\$	\$
Dues Refunds	\$	\$	\$	\$
Rent	\$	\$	\$	\$
Other (Please Specify)	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$
Less: FICA & Withholding Tax	\$	\$	\$	\$
TOTAL EXPENDITURES	\$	\$	\$	\$
			Balance to account for end of present quarter	\$

SUMMARY OF FUND ACCOUNTS

General Fund	\$
Strike Fund	\$
Other	\$
Other	\$
Total of all Fund Accounts	\$

ALLOCATION OF FUNDS

Cash on Hand	\$
Bank Balance	\$
Strike Fund	\$
Savings Fund	\$
Other	\$
Total of all Funds	\$

We the undersigned, do hereby testify to the correctness of the above

Date _____
 Address of Chairman _____

Trustee Chairman _____
 Trustee _____
 Trustee _____

Retention of Union Records

“He shall keep an inventory of all records and property of the Union.”

According to the Department of Labor, all types of records used in the normal course of doing union business must be maintained by unions for five years. This includes such financial records as receipt and disbursement journals, cancelled checks and stubs, bank statements, dues collection receipts, per capita reports, vendor invoices, and payroll records. For the most part, unions do maintain these types of basic financial records but often fail to keep other records which help explain or clarify financial transactions.

SUCH RECORDS INCLUDE:

- * Payment receipts for all union expenditures,**
- Credit cards slips and itemized receipts for each credit card charge.**
- Membership ledger cards for former members.**
- The Union’s copy of bank deposit slips.**
- Bank debit and credit memos.**
- Internal union financial reports and statements.**
- Accountant’s workpapers and other internal worksheets used to prepare financial statements.**
- Minutes of all Membership and Executive Board Meetings.**



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Records of financial Secretary-Treasurer

Local Union No. ①	Region No. ②
Secretary-Treasurer ③	City ⑤
Quarter Ending ④ 2	State Zip

The Constitution provides:

The Trustees shall have general supervision over all funds and property of the Local Union. They shall compile or cause to be compiled by a Certified Public Accountant, selected by the Local Union Executive Board, the records of the financial Officers of the Local Union quarterly as provided herein, using duplicate forms provided by this International Union, a copy of which shall be forwarded to the International Secretary-Treasurer immediately thereafter, Article XXVIII, Section 11.

INCOME	MONTH OF	MONTH OF	MONTH OF	TOTAL FOR QUARTER
Monthly Dues (Total Received)	\$	\$	\$	⑥
Initiations	\$	\$	\$	⑦
Reinstatements	\$	\$	\$	⑧
Interest Earned	\$	\$	\$	⑨
Misc. - Receipts (Specify)	\$	\$	\$	⑩
Misc. - Receipts (Specify)	\$	\$	\$	
Misc. - Receipts (Specify)	\$	\$	\$	
Misc. - Receipts (Specify)	\$	\$	\$	
Misc. - Receipts (Specify)	\$	\$	\$	
Misc. - Receipts (Specify)	\$	\$	\$	
Misc. - Receipts (Specify)	\$	\$	\$	
Misc. - Receipts (Specify)	\$	\$	\$	
Misc. - Receipts (Specify)	\$	\$	\$	
Total Income	\$	\$	\$	⑪

This report shall be forwarded to the International Secretary-Treasurer's office, 25510 Kelly Road, Roseville, Michigan 48066, not later than 20 days after the end of each quarter.

Instructions for back of Trustee's Quarterly Compilation Report

12. Enter Balance on hand last Quarter.
13. Enter the Total Income from the front page.
14. Enter Total (add line 12 and line 13).

Disbursements

The disbursement records of the Local Union will be taken primarily from the Financial Secretary's records, which by this time should have been verified against the cancelled checks and the vouchers.

15. Enter the actual per capita tax paid to the International, not what is owed, only what has been paid.
16. Enter the actual amount of initiation fees paid to the International.
17. Enter all reinstatement fees paid to the International.
18. Enter Surety Bond paid (if paid in quarter you are auditing/compiling).
19. Enter any office supplies and postage expenses.
20. Enter Wages/Salaries paid for services performed for the Local Union.
21. Enter all Lost Time paid from vouchers.
22. Enter any travel expenses (airfare, hotels, mileage).
23. Enter Gas-Oil-Meals expenses.
24. Enter IRS taxes paid, if any (or IRS fines).
25. Enter State and/or Local Taxes.
26. Enter telephone expenses.
27. Enter maintenance-related expenses (i.e., utilities for Local Hall, etc.).
28. Enter dues refunded.
29. Rent, if any.
30. Other (i.e., legal fees or any other miscellaneous disbursements).
31. Subtotal for each month and then for Quarter.
32. Enter amount of FICA/withholding taxes.
33. Subtract FICA/withholding taxes to get TOTAL EXPENDITURES.
34. Enter Bal. to acct. for-end of present quarter (Subtract Total Expenditures #33 from Total Cash to Account for, #14)
35. Enter amount of any Fund Accounts.
36. Total the amounts from any Fund Accounts.
37. Enter any cash on hand (petty cash).
38. Enter bank balance (checking)
39. Enter amount of strike fund, if any.
40. Enter amount from savings account.
41. Other (enter amounts of CD's, mutual funds, etc.)
42. Add Total of all Funds. (This amount should equal Balance to account for-end of present quarter #34)

After you verify the form is complete, date, address, and sign form.

Send one copy to the International. Results should be reported at next membership meeting and copies provided.

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Balance on hand last Quarter: \$ **12**
 Total Income from Other Side: \$ **13**
 TOTAL CASH TO ACCOUNT FOR \$ **14**

DISBURSEMENTS	MONTH OF	MONTH OF	MONTH OF	TOTAL FOR QUARTER
Per Capita Tax (Dues paid to Int'l)	\$	\$	\$	\$ 15
Initiations (Int'l's Share)	\$	\$	\$	\$ 16
Reinstatements (Int'l's Share)	\$	\$	\$	\$ 17
Local Surety Bond	\$	\$	\$	\$ 18
Office Supplies & Postage	\$	\$	\$	\$ 19
Wages	\$	\$	\$	\$ 20
Lost Time	\$	\$	\$	\$ 21
Travel Expense	\$	\$	\$	\$ 22
Gas-Oil-Meals, Etc.	\$	\$	\$	\$ 23
Internal Revenue (IRS)	\$	\$	\$	\$ 24
State and/or Local Taxes	\$	\$	\$	\$ 25
Telephone	\$	\$	\$	\$ 26
Maintenance	\$	\$	\$	\$ 27
Dues Refunds	\$	\$	\$	\$ 28
Rent	\$	\$	\$	\$ 29
Other (Please Specify)	\$	\$	\$	\$ 30
Subtotal	\$	\$	\$	\$ 31
Less: FICA & Withholding Tax	\$	\$	\$	\$ 32
TOTAL EXPENDITURES	\$	\$	\$	\$ 33
			Balance to account for end of present quarter	\$ 34

SUMMARY OF FUND ACCOUNTS

General Fund	\$ 35
Strike Fund	\$
Other	\$
Other	\$
Total of all Fund Accounts	\$ 36

ALLOCATION OF FUNDS

Cash on Hand	\$ 37
Bank Balance	\$ 38
Strike Fund	\$ 39
Savings Fund	\$ 40
Other	\$ 41
Total of all Funds	\$ 42

We the undersigned, do hereby testify to the correctness of the above

Date _____
 Address of Chairman _____

Trustee Chairman _____
 Trustee _____
 Trustee _____