AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, AFL-CIO 1625 L Street, N.W., Washington, D.C. 20036

Lee Saunders President Laura Reyes Secretary-Treasurer

LOCAL UNION ANNUAL FINANCIAL REPORT FOR THE CALENDAR YEAR ENDED DECEMBER 31, 2015 OR THE FISCAL YEAR ENDED _______,2016

INSTRUCTIONS

This report is to be prepared, signed, and submitted to Secretary-Treasurer Laura Reyes. 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 4-1/2 months after the end of their fiscal year.

PART I – <u>Description of Financial Records and Procedures</u>

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 and attach additional sheets as necessary and refer to the appropriate question or line number.

Gei	<u>neral</u>				
1.	a. Local Union No.	b. Affiliated with Council No.			
	c. Current No. of Members	d. Employer Identification	No		
	e. Local Union Name				
	f. Street Address or P.O. Box No.				
	g. City	h. State	i. Zip Code		
2.	The local union financial records are in the custody of:				
	NAME				
	ADDRESS				
	Street	City	State	Zip	
	Daytime Phone Number (including area code)				
	Email Address				
Cha	<u>oters</u>				
3.	Does the local have chapters or other divisions?		Yes	No	
	If YES, how many? ;				
	And, attach list of chapters with locations and	names of chapter chairperso	ons.		
Ехре	enditures – Spending				
4.	Are all disbursements made by checks that requ	ire two signatures?	Yes	No	
5.	Does your local have a petty cash fund?		Yes	No	
	If YES, what is the maximum fund kept on ha	nd? \$			

Reporting

6.	Are monthly financial reports prepared?			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?		Yes	No
	If YES, do you prepare and file 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?		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
<u>Polit</u>	ical 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?			No
<u>Audi</u>	<u>ts</u>			
Pleas	e Attach a Copy of Your Last Audit Report (Including Any "Trustees"	Report)		
14.	How often does your local have an audit?			
15.	Are audit findings reported to the membership?		Yes	No
16.	Who performs these audits? Trustees CPA Publi			ant
	Other (explain)			
PAR1	「II − <u>Dues</u>			
1.	For locals with a FIXED dues rate(s), what is (are) the current monthly rate(s)? Full-time \$	Part-tii	me \$	
2.	For locals with a PERCENTAGE dues rate(s): What is the current percentage? %			
3.	For other dues structures, check here and attach an exp	lanation.		
4.	The local receives dues from: Employer Co	ouncil		
5.	Does the local receive dues/fees from agency shop, fair share or u	nion shop payors?	Yes	No
6.	If a significant change is anticipated in the next 12 months, please	provide an estimate	of the cha	nge
	Number of Dues paying Members: Increase Decrease	Estimate		
	Number of Agency Shop or Fair Share Fee Payors: Increase	Decrease	Estimate	

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:		\$
3.	Insurance premiums collected from members:		\$
4.	Other receipts (Attach list – fundraisers, interest, initiation fees, etc.):		\$
5.	TOTAL RECEIPTS (Add items 1 through 4):		\$
Disb	ursements During Year		
6.	Affiliation Fees and Per Capita Tax paid directly by loc	al to:	
		International	\$
		Council	\$
		Other Labor Bodies	\$
7.	Surety Bond Premium:		\$
8.	Accounting/Legal/Arbitrations:		\$
9.	Negotiations:		\$
10.	Salaries/Lost Time/Allowances:		\$
11.	Payroll Taxes:		\$
12.	Reimbursed Dues:		\$
13.	Officer Reimbursed Expenses:		\$
14.	Conferences/Conventions:		\$
15.	Picnics/Parties:		\$
16.	Rent/Utilities:		\$
17.	Printing/Copying:		\$
18.	Office Supplies:		\$
19.	All Other Disbursements (Attach List):		\$
20.	TOTAL DISBURSEMENTS (Add items 6 through 19):		\$
21.	EXCESS (DEFICIT) RECEIPTS OVER DISBURSEMENTS FO	R YEAR	\$

STATEMENT OF ASSETS OWNED AND DEBTS OUTSTANDING (LIABILITIES)

		ASSETS OWNE	<u>:D</u>	Α	В
22.	an	in banks (Bank name, Account Nu d Reconciled Balances). Enter all question #22 in Additional Explai	bank branch addresses	Beginning of Year	End of Year
	Checl	-			
		Acct	#	\$	\$
		Acct	#	\$	\$
	Savin	gs or Trust:			
		Acct	#	\$	\$
		Acct :	#	\$	\$
23.	тота	L CASH ASSETS (Note- B less A sho	ould equal page 3, line 21)	\$	\$
24.	Other Assets (Attach List – Investments, Furnitu		s, Furniture, etc.)	\$	\$
25.	. TOTAL ASSETS (Add Lines 23 and 24)		\$	\$	
		DEBTS OUTSTANDING (<u>LIABILITIES)</u>		
26.	Unpa	id Bills (<u>Attach List</u>)		\$	\$
27.	NET A	ASSETS (Line 25 minus Line 26)		\$	\$
		Please use this space to	explain answers or pr	epare lists as necessa	rv.
Que	stion			<u>- </u>	
Nun	nber		Additional Explan	ations	
	-	hat to the best of our knowled ivities of the local union are in		-	rect, and that all
	Signat	cure of Current President	Date Signature of C	urrent Secretary-Treasurer	Date
Who		eted this report? (Please print)	-	·	
	•	, , , , , , , , , , , , , , , , , , , ,			
		vidual attended an AFSCME Secre	tary-Treasurer's education		
wo	rkshop	within the last two years?		Υe	es No