

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

**General**

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 \_\_\_\_\_

**Chapters**

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 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? \$ \_\_\_\_\_



**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): \$ \_\_\_\_\_

**Disbursements During Year**

- 6. Affiliation Fees and Per Capita Tax paid directly by local 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 FOR YEAR \$ \_\_\_\_\_

**STATEMENT OF ASSETS OWNED AND DEBTS OUTSTANDING (LIABILITIES)**

ASSETS OWNED

22. Cash in banks (Bank name, Account Number and Reconciled Balances). Enter all bank branch addresses for question #22 in Additional Explanations section below.

Checking:

\_\_\_\_\_ Acct # \_\_\_\_\_  
 \_\_\_\_\_ Acct # \_\_\_\_\_

Savings or Trust:

\_\_\_\_\_ Acct # \_\_\_\_\_  
 \_\_\_\_\_ Acct # \_\_\_\_\_

23. TOTAL CASH ASSETS (Note- B less A should equal page 3, line 21)

24. Other Assets (Attach List – Investments, Furniture, etc.)

25. TOTAL ASSETS (Add Lines 23 and 24)

DEBTS OUTSTANDING (LIABILITIES)

26. Unpaid Bills (Attach List)

27. NET ASSETS (Line 25 minus Line 26)

	A	B
	_____/_____ Beginning of Year	_____/_____ End of Year
\$	_____	\$ _____
\$	_____	\$ _____
\$	_____	\$ _____
\$	_____	\$ _____
\$	_____	\$ _____
\$	_____	\$ _____
\$	_____	\$ _____
\$	_____	\$ _____

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

Question Number	Additional Explanations

We certify that 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.

\_\_\_\_\_ Signature of Current President \_\_\_\_\_ Date \_\_\_\_\_ Signature of Current Secretary-Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Who completed this report? (Please print) \_\_\_\_\_

Has this individual attended an AFSCME Secretary-Treasurer's educational workshop within the last two years? Yes \_\_\_ No \_\_\_