

ADDITIONAL INSTRUCTIONS FOR COMPLETING AUDIT REPORTS

AUDIT-AUDITORS - L.U.s, J.B.C.s, J.S.C.s, and other subordinate bodies at the end of each six (6) months shall have an audit made of the books and accounts of the financial officer. This audit may be made as provided under Section 38.2 of the Constitution and General Laws by a certified public accountant or other independent chartered accountant, which report shall be available to the membership and a copy sent to the International office. L.U.s, J.B.C.s, and other subordinate bodies representing bargaining unit(s) of five hundred (500) or more employees shall, at least once a year, have an audit made by a certified public accountant or chartered accountant of unquestioned professional integrity, which report must also be available to the membership and a copy sent to the International office. Any L.U. which seeks to collect agency fees from nonmember employees under agency shop, fair share or similar contract provisions, must retain a certified public accountant to perform an annual audit and to verify the L.U.'s feepayer audit.

SIGNATURES - Audit reports prepared by a Board of Auditors must be signed by the full board of auditors, consisting of three members and the President of the Local Union. Audit reports prepared by a chartered or certified accountant must be signed by the accountant who made the audit and, in addition, his/her own report containing his/her certification or opinion of the audit performed must be forwarded. All audit reports must also be signed by both the President and the Recording Secretary under the heading "Attest" so as to certify that the individuals, or individual, signing as Auditors were properly authorized by the Local Union.

BALANCES TO BE CERTIFIED BY BANK STATEMENT FORMS - All banking or savings institution accounts which can be withdrawn on demand should be verified by bank statements, regardless of whether such accounts are in bank savings or checking accounts, or whether they are in federal saving and loan accounts. Savings in time deposit accounts, or in other investments which are not subject to demand withdrawals, should be carried in the section headed "Assets Owned by Your Organization" below the cash subtotal as "Other Investments" and need not be verified by a bank statement.

ASSETS OWNED BY YOUR ORGANIZATION - This section must be completed by all Local Unions even though the Local has no assets other than its cash and bank balances. The items covered by reference figures (1), (2), (4), (5), and (6) should be completed by all Locals. The items referred to are the same as indicated by similar reference numbers on the "Statement of Receipts and Disbursements" portion of the report. The receipts and disbursements portion of the report should be completed first and the figures covered by the above-mentioned reference numbers should be transferred to the section of the report headed "Assets Owned by your Organization". This allows a quick recap of your Local's cash activities during the period, and all of its available cash balances at the close of the period.

OFFICERS' SALARIES AND EXPENSES - This form must include every Local Union officer who receives salary, lost time or expense reimbursements from the Local Union. Salaries should be reported at gross amounts (not net of taxes withheld).