

# AMALGAMATED TRANSIT UNION

# AUDIT REPORT

for the \_\_\_\_\_ month period ended \_\_\_\_\_

Local Union No: \_\_\_\_\_ Located at: \_\_\_\_\_

Records Maintained by: \_\_\_\_\_ Title: \_\_\_\_\_

| Membership Activity                                       | Rates, etc.                    |
|---|--------------------------------|
| Number of members at close of previous audit report _____ | Monthly dues:                  |
| Number of members initiated _____                         | Active members _____ \$ _____  |
| Number of other members added _____                       | Pension members _____ \$ _____ |
| Number of members deducted _____                          | Fee objectors _____ \$ _____   |
| Number of members at _____ date _____                     | Initiation fee _____ \$ _____  |
| Number of non-member feepayers at _____ date _____        |                                |

### Assets Owned by Your Organization

|   | Start of Period | Receipts | Disbursements | End of Period |
|---|-----------------|----------|---------------|---------------|
| Cash on hand (verified by actual count) | \$              | xxx xx   | xxx xx        | \$            |
| Cash in bank(s), etc _____              |                 | xxx xx   | xxx xx        | (6)           |
| Subtotals _____                         | (1)             | \$ (2)   | \$ (4)        | (5)           |
| Receivables _____                       |                 |          |               |               |
| Government bonds _____                  |                 |          |               |               |
| Other investments _____                 |                 |          |               |               |
| Land and buildings _____                |                 |          |               |               |
| Other assets _____                      |                 |          |               |               |
| <b>TOTALS</b> _____                     | <b>\$</b>       |          |               | <b>\$</b>     |

**We hereby testify that we have carefully gone over the books and accounts of the Officers under bond and individually and collectively approve the same to be correct as this report specifies and in agreement with the books.**

**ATTEST:**

**AUDITORS:**

\_\_\_\_\_  
*President* (1) \_\_\_\_\_

\_\_\_\_\_  
*Rec. Sec.* (2) \_\_\_\_\_

(3) \_\_\_\_\_  
 \_\_\_\_\_ *President*

**This report must be countersigned by Officers above noted, and also by Local Union audit committee members or by an independent auditor before forwarding to the International Office.**

#### NOTE

This report must be made out in duplicate whether the audit is performed by a Local Union audit committee, or by an Independent auditor. When completed, this report shall be filed with the Recording Secretary of the Local Union who will send one copy, together with any other supplementary statement to the International Secretary-Treasurer and preserve the other copy for Local Union reference.

# Statement of Receipts and Disbursements

for the \_\_\_\_\_ month period ended \_\_\_\_\_

|  | Current Period | Year to Date |
|--|----------------|--------------|
| <b>CASH BALANCE AT START OF PERIOD</b> .....                                 | \$             | \$ (1)       |
| RECEIPTS:  |                |              |
| Dues .....   |                |              |
| Initiation fees .....  |                |              |
| Fines and assessments .....  |                |              |
| From International Office - funeral benefits .....                           |                |              |
| - strike benefits .....  |                |              |
| Investment income .....  |                |              |
| Sale of investments and/or other assets .....                                |                |              |
| From other sources, as per itemized statement attached .....                 |                |              |
| <b>TOTAL RECEIPTS</b> .....  |                | (2)          |
| <b>SUBTOTAL (add lines 1 and 2)</b> .....                                    |                | (3)          |
| DISBURSEMENTS:   |                |              |
| To officers and employees:   |                |              |
| <b>Gross</b> salaries .....  |                |              |
| Allowances .....   |                |              |
| Other .....  |                |              |
| Total .....  |                |              |
| Deduct F.I.C.A., other taxes, and withholding .....                          |                |              |
| SUBTOTAL .....   |                |              |
| Taxes - F .I.C.A., other taxes, and withholding paid .....                   |                |              |
| - other .....  |                |              |
| To International Office (includes per capita tax for months of _____ ) ..... |                |              |
| To local and state Central Bodies .....                                      |                |              |
| Fees -legal services .....   |                |              |
| - other professional services .....  |                |              |
| From International Office - funeral benefits .....                           |                |              |
| - strike benefits .....  |                |              |
| Other benefit payments .....   |                |              |
| Contributions and gifts .....  |                |              |
| Purchases - supplies (other than from International Office) .....            |                |              |
| - investments .....  |                |              |
| Other disbursements, as per Itemized statement attached .....                |                |              |
| <b>TOTAL DISBURSEMENTS</b> .....   |                | (4)          |
| <b>CASH BALANCE AT END OF PERIOD (Line 3 Less Line 4)</b> .....              | \$             | (5)          |
| DEDUCT CASH ON HAND .....  |                |              |
| SUBTOTAL .....   |                | (6)          |
| DEDUCT DEPOSITS IN TRANSIT .....   |                |              |
| ADD OUTSTANDING CHECKS .....   |                |              |
| <b>IN BANK(S) AS PER CERTIFICATE(S) ATTACHED</b> .....                       | \$             |              |