

**Secretary-Treasurer Course**  
**Thorold, Ontario**  
**July 19/20, 2014**

I would like to thank the membership for allowing me to attend the Secretary-Treasurer Course in Thorold this past weekend. The two instructors (Dave Hauch & Wil Kelly) were fantastic, information packed and interesting.

Some points to touch on that I'd learned were:

- Review of financial books by account is not mandatory but accountant works in concern with Trustees if needed. If there's any doubts in the Local's records, contact your National Representative.
- Budgets are a good idea and if there are motions regarding a by-law change, 2/3 majority of vote is needed. These are used for long-standing practices. Motions are for "one-off's". The budgets allow for pre-approved spending if approved by the membership.
- A good suggestion would be to create a spreadsheet showing education presentation at meetings including hotel, per diem, mileage/transportation, lost wages, child care expenses if they're known.
- National's Per Capita rate is currently set at .85% (dues-related). Local 973's rate is set at 1.35% (set in by-laws at .5% over National's rate).
- Direct Remittance vs. Locally-remitted dues to National. Direct remittance is where Payroll sends the dues directly to National and National will reimburse the Local. In Locally-remitted, the Local remits dues owed to National directly and paperwork is completed for that process. A "dues-list" is provided to Treasurer for calculation/verification-purposes.
- Dues are based on "base-wages"; does not include overtime or other types of income
- NEVER allow signing of blank cheques for whatever reason.
- Funds are paid out only if met by any one of 3 criteria: constitution, by-laws, motions.
- Treasurer is responsible for monthly expense breakdowns to the Local. Try to keep report to under 5 mins (averaging 1.5 minutes)
- If an audit by an Auditor is required, it can cost the Local upwards of \$10,000.
- Financial records are to be retained for 7 years
- Honorariums require a T4; Out of Pocket requires receipts as proof be kept on file. At this time, no hard/fast rule now but National is being requested for a definition.
- Always compare the bank statements with cheque book stubs for accuracy.
- Do best not to leave accounting/balancing of books for too long. Keep on top of it in case of errors.

It was a lot of information to take in over the 2 days and I do plan to attend the course again once I soak in the information. I'm sure I'll have more questions, particularly pertaining to the formulas and calculations portion.

Yours in solidarity

Marg Lemoine

*Treasurer, Local 973*