





# Reconciliation of Northern Lights Funding

Date Submitted \_\_\_\_\_

Region: \_\_\_\_\_

Local: \_\_\_\_\_

**Grant Received**

Period of Grant Received From: \_\_\_\_\_ to \_\_\_\_\_

## EXPENSES

### Local Executive Meetings

Amount

<b>A LEC</b>	
Mileage(KM)	\$
Meals	\$
Accommodation	\$
Total	\$

### General Membership Meeting

Amount

<b>B GMM</b>	
Mileage(KM)	\$
Meals	\$
Accommodation	\$
Total	\$

Total Grant Allowed	\$
Less Disbursements	\$
Balance Owing to OPSEU	\$

Reviewed By Regional Vice President Yes \_\_\_ No \_\_\_

Reviewed By First Vice-President/Treasurer Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
RVP

\_\_\_\_\_  
FIRST-VICE PRESIDENT/TREASURER

## **Northern Lights Funding Application**

### **Purpose**

The Northern Lights Fund was established to provide special assistance to Locals from remote geographical areas to enable them to conduct the business of running the local.

### **Application Information**

Requests for funding must be made in writing to the Regional Vice President

Applications must be submitted no later than October 31 of each year

Trustee Audit Reports must be up-to-date

Assistance is only available to the local once during a calendar year.

Grant will only cover actual expenses for travel, accommodation and meals of LEC and GMM

At the end of the grant period there is a local requirement to provide a reconciliation of the previous year's expenditure

Receipts are required to be submitted where available

## **NORTHERN LIGHTS FUND**

The Northern Lights Fund was established to provide special assistance to Locals from remote geographical areas to enable them to conduct the business of running the local. This funding is available for locals with difficulty in meeting the Constitutional requirement of having at least 4 LEC meetings and 2 General Membership Meetings per year with the amount of dues rebate they received under the standard rebate formula.

### **In granting special assistance under the Northern Lights Fund the following rules shall apply:**

Requests for financial assistance from the Local must be made in writing to the Regional Vice President to be forwarded to the First Vice-President/Treasurer. All requests for assistance must include a budget. The budget form should be the one provided by the OPSEU Regional Office.

The amount requested will fund the year and will cover only the actual expenses for travel, accommodation and meals of one (1) General Membership Meeting and two (2) LEC meetings. One of the LEC meetings will be held at the same time as the General Membership Meeting.

Assistance may only be given to a Local once during the calendar year.

At the end of the calendar year, if the Local renews its application for new annual funding, a reconciliation of the expenditure for the previous year's grant should be included.

If there is no further request for annual funding, the Local must submit a reconciliation of the expenditure for the grant received at the end of the calendar year.

### **In approving any requests for Northern Lights Funding, the following criteria shall apply:**

Applications for the upcoming year must be submitted no later than October 31 of the previous year.

Trustee Audit Reports must be up to date at Head Office.

All requests for assistance will be reviewed by the Regional Vice President and the First Vice-President/Treasurer prior to submitting for approval to the Executive Officers.

All requests for assistance will have to be fully justified by the Local in terms of financial need. The decision to provide assistance will be made in accordance with the stated criteria.

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### Northern Lights Funding Application

#### Purpose:

The Northern Lights Fund was established to provide special assistance to Locals from remote geographical areas to enable them to conduct the business of running the local.

#### **Application Information:**

Requests for funding must be made in writing to the Regional Vice President.

Applications must be submitted no later than October 31 of each year.

The Local's Trustee Audit Report must be up to date.

Assistance is only available once during the calendar year.

A grant will only cover actual expenses for travel, accommodation and meals for the Local Executive Committee (LEC) and General Membership Meetings/or unit meeting.

At the end of each grant period, a reconciliation of the amount received must be submitted to Head Office.

Receipts must be provided where applicable.