

Local Treasurer's Calendar

Activity	March	Apr 1 - June 30	July 1 - Sept 30	Oct 1 - Dec 31
Regular LEC Operations	<ul style="list-style-type: none"> • pay members for out-of-pocket expenses • issue cheques to area and labour councils • attach T4 with July-December TAR 	<p>—————→</p> <p>Issue advances to alternates and observers to <u>convention</u></p>	<p>—————→</p> <p>Reconcile any outstanding advances for alternates and observers</p>	<p>—————→</p>
6-month Trustee audit Report (TAR)	<p>Early January</p> <ul style="list-style-type: none"> • Prepare Schedules A&B • Discuss at <u>LEC mtg</u> • Submit to trustees • Send signed original report and 1 copy to regional office <u>by January 31</u> 	<ul style="list-style-type: none"> • Report and discuss finances at <u>LEC mtg</u> • Present TAR to <u>General Membership Meeting</u> (GMM) 	<p>Early July</p> <ul style="list-style-type: none"> • Prepare Schedules A&B • Discuss at <u>LEC mtg</u> • Submit to trustees • Send signed original report and 1 copy to regional office by July 31 	<ul style="list-style-type: none"> • Report & discuss finances at <u>LEC mtg</u> • Present TAR to <u>General Membership Meeting</u> (GMM)
Monthly bank statements arrive	<p>Mid January, February, March</p> <ul style="list-style-type: none"> - Reconcile statements with your records, rebates & expense cheques - pay bills 	<p>—————→</p> <p>Mid April, May, June</p>	<p>—————→</p> <p>Mid July, August, September</p>	<p>—————→</p> <p>Mid October, November, December</p>
Quarterly rebates arrive	<p>Late January</p> <ul style="list-style-type: none"> • check against your own records, minutes membership list • deposit cheque into bank 	<p>—————→</p> <p>Late April</p>	<p>—————→</p> <p>Late July</p>	<p>—————→</p> <p>Late October</p>
Budget prep, approvals, monitoring	<p>Present financial update and draft TAR at <u>LEC meeting</u> (see above)</p>	<ul style="list-style-type: none"> • Present financial update and discuss at <u>LEC</u> • Report to <u>GMM</u> (see above) 	<p>Present financial update and draft TAR at <u>LEC meeting</u> (see above)</p>	<p>September <u>LEC mtg</u> - financial report, discussion, develop the next year's budget</p> <p>October finalize budget and prepare to present to GMM</p> <p>November/December present, discuss, get approval at <u>GMM</u></p>