

SUGGESTED ANNUAL FINANCIAL STATEMENT

LOCAL NO. XXXXXX

UNION OF SOLICITOR GENERAL EMPLOYEES - PSAC

FINANCIAL STATEMENT FOR THE YEAR ENDED DECEMBER 31, 19 ____

Cash Book Balance, December 31, 19 ____ \$1,046.31
(cheque book balance from bank reconciliation)

REVENUES

Local Share of Members' Dues	\$6,870.00	
Interest Income	<u>126.23</u>	

TOTAL REVENUES	\$6,996.23	
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EXPENDITURES

Executive Meetings	\$	300.00
Office Rent		1,200.00
Telephone		457.00
Postage/Messenger		132.00
Hall Rental		165.00
Stationary & Supplies		150.00
Furniture & Equipment		525.00
Training		475.00
General Membership Meetings		510.00
Gifts		150.00
Honorariums		200.00
Executive Expenses		1,125.00
Observer Attendance		900.00
Bank Service Charge		<u>60.00</u>

SUB-TOTAL EXPENDITURES	\$6,349.00	
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Contingencies Reserve	<u>500.00</u>	
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TOTAL EXPENDITURES	\$6,849.00	
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Excess of Revenues over Expenditures	\$ 147.23	<u>\$ 147.23</u>
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Cash Book Balance, December 31, 19 ____		<u>\$1,193.54</u>
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N.B. If your Local/Sub-Local has more than one bank account, balances should be indicated as follows:

Bank Balances, December 31, 19 ____		
Savings Account		\$2,000.00
Term Deposit		<u>\$4,000.00</u>

TOTAL IN BANK, DECEMBER 31, 19 ____		<u>\$7,193.54</u>
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SIGNATURE - PRESIDENT

SIGNATURE - TREASURER

SUGGESTED AUDITOR'S STATEMENT

EXAMPLE "A"

I have examined the finances of this Local and to the best of my ability found the figures to be correct and the bookkeeping practice in accordance with the USGE Local Secretary-Treasurers/Treasurers Handbook.

Signature _____

 Auditor's Name (Printed) _____ Date _____

EXAMPLE "B"

I have examined the finances of this Local and to the best of my ability found the figures to be correct and the bookkeeping practice in accordance with the USGE Local Secretary-Treasurers/Treasurers Handbook.

Signature _____
 Member's Name (Printed) _____ Date _____

Signature _____
 Member's Name (Printed) _____ Date _____