



Generating the Treasurer's Annual Report (TAR)

This is what the SMART Constitution says...

Section 64 Duties of the Local Treasurer

During the month of January of each year, the Treasurer shall submit to the Board of Trustees a report in duplicate, on the form prescribed for that purpose, showing all receipts and disbursements of the Local for the preceding year. The Board of Trustees will promptly audit the books and, if the Treasurer's report is found to be correct and the cash on hand or its equivalent has been verified, the Board members shall sign and submit the report to the first regular meeting of the Local following the audit. A copy of the signed report shall then be sent to the General Secretary-Treasurer by the Board of Trustees.

Getting Started

Step 1

Reconcile the December bank statement. Make sure you see the yellow highlighted note that the bank statement and WinStabs are in balance.

Bank Statement & WinStabs are in Balance !				Ledger Adjustment	Return Uncleared Check(s)	Refresh Screen	Close
<div style="background-color: red; color: white; padding: 2px; display: inline-block; margin-right: 5px;">Clear Checks & Debits</div> <div style="background-color: green; color: white; padding: 2px; display: inline-block; margin-right: 5px;">Clear Deposits & Credits</div>				View Reconciled Items			
						Bank Statement Balance	22227.35
						WinStabs Cleared	22227.35
						Difference	0.00
Check No	Debits	Credits	<input checked="" type="checkbox"/> Check Box Clear	Date	Payee	Reconciled	
DEPOSIT		0.34	<input checked="" type="checkbox"/>	Cleared	01/28/2022	U.S. BANK	12/31/2022

Step 2

Verify that all certified ebills have been entered into WinStabs.

Td connect

Choose Billing Month: [Dropdown] Billing Year: 2022

Certification Date: 11/9/2023

eBill Payment Option
 TD Payment To Local
 Local Owes TD

LCA	Members	Amount	Members	Prior Month Returns Amount
001A				
001B				

JANUARY_2022	Processed
FEBRUARY_2022	Processed
MARCH_2022	Processed
APRIL_2022	Processed
MAY_2022	Processed
JUNE_2022	Processed
JULY_2022	Processed
AUGUST_2022	Processed
SEPTEMBER_2022	Processed
OCTOBER_2022	Processed
NOVEMBER_2022	Processed
DECEMBER_2022	Processed

Step 3

Verify that all Officers were paid from the correct Fund. You can check this under Disbursements → View Payroll Paid.

File Tools Receipts **Disbursements** Tax Payments Banking Ledgers Reports Utilities

\$ Extra Payment to TD \$ Member Refunds \$ Ledger Adjustment

Vendor/Other Disbursements

Enter Wage/Expenses

Earning Record View Payroll Paid Earnings Record (Quarterly)

CT1 Monthly Liabilities Payroll Deduction Report CT-1 Liabilities by PayDate

General Disbursements Rail Wage and Expense

In the event an Officer was accidentally paid from the incorrect fund, you can correct this by selecting Disbursements → Payroll Maintenance → Change Payroll Check Fund.

Change Payroll Check Fund

Select Check [Dropdown]

New Fund [Dropdown]

Change Fund Cancel

If you would like assistance, please contact the Local Support Help Desk at 216-227-5444, email fshelpdesk@group.smart-union.org, or book a helpdesk session online here: <http://bit.ly/smarthelpdeskaptt>.

After hours help desk is available Tue, Wed, Thur, Sun 6-10pm CST by calling 216-227-5280

Completing the Treasurer's Annual Report (TAR)

Step 1

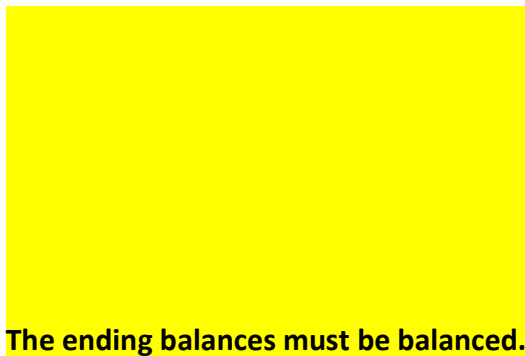
Reports → Treasurer's Annual Report



Step 2

Select the appropriate year from the drop-down tab.

Enter the December 31st bank statement ending balance on the accounts.



Select Year
2022

Ending Balances	
Checking	Savings/Investments
<input type="text" value="\$22,227.35"/>	<input type="text" value="\$5,479.31"/>
\$22,227.35	\$5,479.31
BALANCED	BALANCED

If the accounts do not balance, **STOP** and call the Local Support Help Desk at 216-227-5444, email fshelpdesk@group.smart-union.org, or book a helpdesk session online here: <http://bit.ly/smarthelpdeskapt>.

Ending Balances	
Checking	Savings/Investments
<input type="text" value="\$22,227.35"/>	<input type="text" value="\$5,480.72"/>
\$22,227.35	\$5,480.72
(\$597.88)	BALANCED

Step 3

Enter the Year End Member Balance. You will find this information in TD Connect under Reports → End of Year → Member Variance.

Year End Member Variance	
Local Owes Members	Members Owe Local
\$314.38	\$279.22

Local Union Portal

User: Christy Cobb
Local: 1388
SMART University

Home Members Dues Carrier Union **Reports** Award

Member Billed Changes Member Benefits Voting Eligibility Officer Election / Vacancy **End of Year** Address Change

End of Year Reports

Report Year: 2022

Reports

- Officers
- Member Dues Receipts - All Members
- Member Dues Receipts - For LCA
- Member Payments & Refunds**
- Member Variance**
- Bill Status/Summary

Final Statements

Billing Date	Certified Date
Jan 2022	1/12/2022
Feb 2022	2/16/2022
Mar 2022	3/15/2022
Apr 2022	4/13/2022
May 2022	5/23/2022
Jun 2022	6/14/2022
Jul 2022	7/18/2022

Step 4

You are required to certify that Assets, Meeting Dates, and Task List are updated.

Click on the blue buttons to update.

I certify that all physical assets have been entered.

I certify that all meeting dates and information have been entered.

I certify that the task list has been updated.

**Treasurer's Report is NOT in Balance.
Bank statement(s) must be reconciled to
continue.**

Step 5

After you have updated and certified the assets, meeting dates, and task list, the Treasurer's Annual Report will be balanced. You can now Generate Report.

Update Assets I certify that all physical assets have been entered.

Update Meeting Dates I certify that all meeting dates and information have been entered.

Update Task List I certify that the task list has been updated.

Generate Report Close

Treasurer's Report is in Balance

End of Year Record Reports Reprint Report Pages Treasurer Explanation Fillable PDF

Save the End of Year Record Reports for the Trustee's to review.

Select Treasurer's Explanation Fillable PDF

Provide detailed explanations to the questions that apply to your Local.

Step 6

A copy of the December bank statement and the EFTPS history will need to be included with the Treasurer's Annual Report.

To obtain the EFTPS payment history, you will need to login using your EIN, PIN and Internet Password. Select Payments → Check Payment History → 16 months.

EFTPS Electronic Federal Tax Payment System

HOME ENROLLMENT MY PROFILE **PAYMENTS** HELP & INFORMATION CONTACT US LOGOUT

MAKE A TAX PAYMENT TAXPAYER NAME: INTERNATIONAL ASSOCIATION OF SHEET TIN: xxxxx0463

CANCEL A PAYMENT

CHECK PAYMENT HISTORY

Payment History

Your 365 Day payment history is displayed at the bottom of this page.

Click the icon for additional details on any payment shown below. Click this icon for additional information regarding payment history.

If you have authorized a deposit or a payment through a third party, and the deposit or payment isn't showing in your payment history, or it is showing but is an incorrect amount, or appears to be late, click [here](#) for more information.

Search Options

Transaction Search:

30 Days 90 Days 180 Days 365 Days max (16 months)

or [select Advanced Search](#) **SEARCH ▶**

After the TAR has been reviewed and signed by the Local President and audited and signed by the three Trustees, email SMART TD an electronic copy to localreports@group.smart-union.org or mail a paper copy to:

ATTN: Local Reports
SMART TD
6060 Rockside Woods Blvd. N Ste 325
Independence, OH 44131

If you would like assistance in completing this report, call the Local Support Help Desk at 216-227-5444, email fshelpdesk@group.smart-union.org , or book a helpdesk session online here: <http://bit.ly/smarthelpdeskapt>

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