STAYING ON COURSE:
Budgeting, Fund Accounting, Reporting & Record Keeping at the Local Union level

AGENDA

- Budgeting
- Fund Accounting
- Reporting
- Record Keeping
Budgeting

Budgets are a financial plan:
- Projection of revenue (how much you bring in) and expenses (how much you spend)
- Cover a specific time period (a year)
- Looks into the future using historical information
- Allows locals to evaluate if all financial policies fit into the financial plan
- Ensures a positive cash flow

“A budget is telling your money where to go instead of wondering where it went.”
~ Dave Ramsey
BUDGETING

**What a Budget Is**
- A plan
- Always changing
- Something you reference on a continual basis
- A way to be proactive
- A communication tool to help keep everyone on course

**What a Budget Is NOT**
- Blanket approval for spending
- Set in stone
- Something you create once and then forget
- Something that needs membership approval
  - Unless it is determined that a change in dues/salary/assessment is needed
- Easily understood by all
  - Local treasurers prepare first draft and communicate it to other officers, all officers agree upon the budget plan, then have periodic revues

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BUDGETING

- Know Your Numbers
  - How many funds do you have? (Local Fund + LCA’s)
  - What are the balances of each fund?
    - How much money is received by each fund every month?
    - How much money is being disbursed out of each fund every month?
BUDGETING: REVENUE

- **Dues** - are **regular** dollar amounts that members pay monthly to fund the 5 parts of SMART TD: TD, GC, SLB, Local, LCA
- **Initiation Fee** - is a **one-time** payment to the Local when a new member joins ($25.00 maximum)
- **Assessments** - are **non-regular** dollar amounts that members vote on to pay for a defined period of time to offset certain costs for one of the 5 parts of SMART TD
- **Premiums** - are **contractual** payments for goods or services such as UTUIA policies, Group Disability plans and DIPP
- **Contributions** - are **voluntary** payments a member elects to give to PAC or possibly a personal investment type of account. Contributions may have a minimum amount required to participate.

5-PART DUES STRUCTURE

<table>
<thead>
<tr>
<th>TRANSPORTATION DIVISION</th>
<th>To SMART-TD</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGISLATIVE</td>
<td>To SLB Fund</td>
</tr>
<tr>
<td>GENERAL COMMITTEE</td>
<td>To GCA Fund</td>
</tr>
<tr>
<td>LOCAL DUES</td>
<td>To Local</td>
</tr>
<tr>
<td>LOCAL COMMITTEE</td>
<td>To LCA</td>
</tr>
</tbody>
</table>

How much do you pay into each of the 5 parts?
### BUDGETING: REVENUE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRANSPORTATION DIVISION</td>
<td>31.50</td>
<td>To SMART-TD</td>
</tr>
<tr>
<td>LEGISLATIVE</td>
<td>6.00</td>
<td>To SMART-TD</td>
</tr>
<tr>
<td>GENERAL COMMITTEE</td>
<td>20.00</td>
<td>To SMART-TD</td>
</tr>
<tr>
<td>LOCAL DUES</td>
<td>9.00</td>
<td>To Local</td>
</tr>
<tr>
<td>LOCAL COMMITTEE</td>
<td>20.50</td>
<td>To LCA</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>87.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

This Local operates on $9.00 per member per month
100 members x $9.00 = $900.00 monthly
This Local Committee operates on $20.50 p/m/p/m
100 members x 20.50 = $2050.00 monthly

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### BUDGETING: PREPARING A LOCAL & LCA BUDGET

- Artifacts needed to prepare a budget
  - Average of Local/LCA Active Dues paying Members (12-Month Avg.)
  - Local & LCA Dues Rates
  - Local/LCA Officers Salaries
  - Lost Time for Local/LCA officers (Previous 12-month Avg.)
  - Expenses for Local/LCA fund
  - Bond Premium (Previous year)
  - Estimated Tax Liability
BUDGETING:

Failure to maintain records that show what Local members owe and what Local members have paid can result in a financial crisis for the Local including:

- Bankrupting the Local
- Falsely inflating/deflating fund balances
- Restricting cash flow
- Depleting cash resources
- Loss in membership

SMART Constitution

- Article 21B Section 48

Each Local shall maintain a Local fund to pay the expenses of the Local, by levying Local dues on all in-service members. The amount of Local dues shall be established by the members present, voting by secret ballot, when the Local is organized.

Each Local shall maintain a Local Committee fund to pay the cost of representation by the Local Committee of Adjustment by levying Local Committee dues, as established by the members present under its jurisdiction, voting by secret ballot, when the committee is established.

BUDGETING: SEPARATE FUNDS
BUDGETING: SEPARATE FUNDS

- Local Union monies are managed with a method called “fund accounting”
- A fund segregates the monies of the local according to purpose.
- Locals generally have one checking account that is used for all funds
  - How does a local know how much of the checking account balance is allocated to each fund?
    - Proper record keeping using Winstabs or a General Ledger is essential.

SMART Constitution - Article 21B, section 64:
It shall be the responsibility of the Treasurer to credit dues and assessments paid to the appropriate Local Committee of Adjustment and General Committee of Adjustment accounts of his/her local in accordance with the provisions of Article Twenty-One B (21B)

BUDGETING: SEPARATE FUNDS

- Winstabs Statement of Accounts
  - Print this report for every month for the local meeting and attach a list of all disbursements since the last meeting
  - REMEMBER:
    - All Local and LCA money is kept in one checking account
    - Within Winstabs that money is separated into different funds:
      - The Local Fund
      - One or more LCA Funds
    - The SMARTTD Constitution requires each of these funds to be self-sustaining and money cannot be transferred from one fund to the other fund.

The balance of any one of the funds should never fall below zero. Parentheses indicates a negative balance.
TRANSPORTATION DIVISION
Annual Local Budget Worksheet for Year ______
Local #_______

**SECTION 1 – LOCAL REVENUE**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1a</strong></td>
<td>Number of active, dues paying members (12-month average)……………………………………………………………</td>
</tr>
<tr>
<td><strong>1b</strong></td>
<td>Monthly Local dues assessment (not to include LCA, GCA, Legislative, or TD dues) ...............................$__________</td>
</tr>
<tr>
<td><strong>1c</strong></td>
<td>Average monthly Local dues revenue (1a multiplied by 1b).............................................................$__________</td>
</tr>
<tr>
<td><strong>1d</strong></td>
<td>Estimated annual Local dues revenue (1c x 12 months) ........................................................................$__________</td>
</tr>
<tr>
<td><strong>1e</strong></td>
<td>Projected annual revenue from interest and investments ........................................................................$__________</td>
</tr>
<tr>
<td><strong>1f</strong></td>
<td>Total estimated annual Local revenue (sum of 1d and 1e) ...............................................................$__________</td>
</tr>
</tbody>
</table>

**SECTION 2 – LOCAL OFFICER SALARIES**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2a</strong></td>
<td>Local President’s <em>monthly</em> salary (if established)..............................................................................$__________</td>
</tr>
<tr>
<td><strong>2b</strong></td>
<td>Local Secretary and Treasurer’s <em>monthly</em> salary (if established) .....................................................$__________</td>
</tr>
<tr>
<td><strong>2c</strong></td>
<td>Legislative Representative’s <em>monthly</em> salary (if established) ...........................................................$__________</td>
</tr>
<tr>
<td><strong>2d</strong></td>
<td><em>Monthly</em> salaries paid to other officers (not including Local Committees) ........................................$__________</td>
</tr>
<tr>
<td><strong>2e</strong></td>
<td>Subtotal of <em>monthly</em> salaries paid to Local officers (sum of 2a, 2b, 2c, and 2d) .................................$__________</td>
</tr>
<tr>
<td><strong>2f</strong></td>
<td>Subtotal of <em>annual</em> salaries paid to Local officers (2e x 12 months) .................................................$__________</td>
</tr>
<tr>
<td><strong>2g</strong></td>
<td>Board of Trustees’ <em>combined</em> compensation for annual audit (if established) ....................................$__________</td>
</tr>
<tr>
<td><strong>2h</strong></td>
<td>Total annual salaries paid to Local officers (sum of 2f and 2g) ..........................................................$__________</td>
</tr>
</tbody>
</table>

**SECTION 3 – LOCAL LOST TIME AND EXPENSES**

*To be calculated as an annual estimate based on the prior year’s totals. Assumptions may be made where prior year’s information is incomplete and/or significant changes are anticipated.*

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3a</strong></td>
<td>Meeting hall rental and associated meeting expenses .................................................................$__________</td>
</tr>
<tr>
<td><strong>3b</strong></td>
<td>Training and education of Local officers (not including Local Committees) .......................................$__________</td>
</tr>
<tr>
<td><strong>3c</strong></td>
<td>Banking institution fees ......................................................................................................................$__________</td>
</tr>
<tr>
<td><strong>3d</strong></td>
<td>Charitable, social, and benevolent spending .....................................................................................$__________</td>
</tr>
<tr>
<td><strong>3e</strong></td>
<td>Office Supplies (not including Local Committees) ...........................................................................$__________</td>
</tr>
<tr>
<td><strong>3f</strong></td>
<td>Mileage paid to Local officers (not including Local Committees) .......................................................$__________</td>
</tr>
<tr>
<td><strong>3g</strong></td>
<td>Lost time claims paid to Local officers (not including Local Committees) ..........................................$__________</td>
</tr>
<tr>
<td><strong>3h</strong></td>
<td>Total estimated annual lost time and expenses (sum of 3a, 3b, 3c, 3d, 3e, 3f, and 3g) ..................$__________</td>
</tr>
</tbody>
</table>
SECTION 4 – LOCAL BONDING, TAXES, AND MISCELLANEOUS SPENDING

4a: Estimated bond insurance payment (prior year) .......................................................... $___________

4b: Estimated annual tax liability on Local officer salaries (2h x 21%) ........................................ $___________

4c: Estimated annual tax liability on lost time paid in addition to salaries (3g x 21%) ................. $___________

4d: Other miscellaneous expenses and reimbursements not covered herein (explain below) .......... $___________

(attach an itemized listing or further explanation as necessary)

4e: Total estimated annual bonding, taxes, and miscellaneous spending (sum of 4a, 4b, 4c, and 4d) $___________

SECTION 5 – LOCAL BUDGET TOTALS

5a: Total estimated annual Local revenue (as shown in 1f) ......................................................... $___________

5b: Total estimated annual Local disbursements (sum of 2h, 3h, and 4e) ...................................... $___________

5c: Estimated annual Local surplus or deficit (5a subtract 5b) .................................................. *$___________

Signature: ________________________   Signature: ________________________
(Local President)                                    (Local Treasurer)

*Because this number is based on averages and certain assumptions, the Local’s realized surplus or deficit may differ from that which is shown. This worksheet is intended for use as a tool to assist with planning and budgeting the Local’s fund, and does not constitute as authorization for any disbursements listed above.
TRANSPORTATION DIVISION
Annual LCA Budget Worksheet for Year ______
Local #______ Local Committee of Adjustment #______

**SECTION 1 – LCA REVENUE**

1a: Number of active, dues paying members (12-month average) ........................................................ ____________

1b: Monthly LCA dues assessment (not to include Local, GCA, Legislative, or Int’l dues) ................. $__________

1c: Average monthly LCA revenue (1a multiplied by 1b) .................................................................................. $__________

1d: Total estimated annual LCA revenue (1c x 12 months) ............................................................................. $__________

**SECTION 2 – LCA SALARIES**

2a: Local Chairperson’s *monthly* salary (if established) ................................................................................. $__________

2b: *Monthly* salaries paid to other LCA Committeeepersons ........................................................................ $__________

2c: Total *monthly* salaries paid to LCA Committeeepersons (sum of 2a and 2b) ........................................ $__________

2d: Total annual salaries paid to Local Committeeepersons (2c x 12 months) ................................................. $__________

**SECTION 3 – LCA LOST TIME AND EXPENSES**

3a: Training and education of LCA Committeeepersons ................................................................................. $__________

3b: Office Supplies ............................................................................................................................................... $__________

3c: Mileage paid to Local Committeeepersons ................................................................................................. $__________

3d: Lost time claims paid to Local Committeeepersons ...................................................................................... $__________

3e: Total annual estimate of lost time and expenses........................................................................................ $__________

**SECTION 4 – LCA TAXES**

4a: Estimated annual tax liability on Local Committeeepersons’ salaries (2d x 21%) .......................... $__________

4b: Estimated annual tax liability on compensation for lost time (3d x 21%) ........................................ $__________

4c: Total estimated annual LCA tax liability (sum of 4a and 4b) ................................................................. $__________

**SECTION 5 – LCA BUDGET TOTALS**

5a: Total estimated annual LCA revenue (as shown in 1d) .............................................................................. $__________

5b: Total estimated annual LCA disbursements (sum of 2d, 3e, and 4c) ...................................................... $__________

5c: Estimated annual LCA surplus or deficit (5a subtract 5b)........................................................................ $__________

*Because this number is based on averages and certain assumptions, the Local Committee of Adjustment’s realized surplus or deficit may differ from that which is shown. This worksheet is intended for use as a tool to assist with planning and budgeting the LCA fund, and does not constitute as authorization for any disbursements listed above.*

To be calculated as an **annual** estimate based on the prior year’s totals. Assumptions may be made where prior year’s information is incomplete and/or significant changes are anticipated.
SMART Constitution - Article 21B, section 64: The Treasurer shall, with the President and Secretary, file all reports required by Federal, State, and local laws.

REPORTING

- Annual LM Report
- New or Updated Bylaws
- If necessary, LM-30 to disclose an Officer’s conflict of interest

To DOL:
- Annual LM Report
- New or Updated Bylaws
- If necessary, LM-30 to disclose an Officer’s conflict of interest

To IRS (SSA):
- Annual 990, 990-EZ or 990-N
- Annual 940 (bus only)
- Quarterly 941 (or annual 944 with IRS approval)
- Annual CT-1 (rail only)
- Annual W2/W3 (to SSA)
REPORTING

To SMART-TD

- Updates
- Bylaw changes (Send to President’s Dept.)
- Local/LCA Officer changes (Send to Directory Dept.)
- Changes in LCA and Local dues (To Updating Dept.)
- Member contact information
- Phone number, mailing address and email address
- Update information in TD Connect
- Annual TAR/December Bank Statement
- Local President Financial Oversight form
- Quarterly OE1a
- Quarterly WinTabs data
- Copies of all other quarterly/annual reports filed with other organizations

To Members

- Yearly Dues Receipts must be supplied to every member that paid dues at any time during the year.
- W2 to any Local/LCA officer/employee/member receiving taxable income
- Monthly Treasurer Report – presented at each Local meeting

SMART Constitution - Article 21B, section 64: The Treasurer shall receive all money due to be collected by the Local and give his/her receipt for the same.
Monthly Treasurer Report Includes:

- Overview of Local Accounts from WinStabs including Variances from Td Connect
- Listing of anything paid since last meeting
- The roster of new/re-admitted members
- The roster of E-49 members
- Listing of all reports completed and submitted since last meeting

**REPORTING**

W/S Overview of Local Accts

- Meeting Date entered by Treasurer
- Beginning Local Fund Balance
- Money Due to be collected/Un-Collected Revenue should always match
- Savings/Investments statements must be reconciled
- Payable to members is money to be refunded
- Unpaid Taxes only pertains to Local wage disbursements
- Check that the billings are current
- Check that the bank statement reconciliation is current
- Ensure Available Balance for Local Fund is a positive balance.

*The balance of any one of the funds should never fall below zero. Parentheses indicates a negative balance.*

Meeting Report 9/17/2018
Local 9997

<table>
<thead>
<tr>
<th>LOCAL FUND</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance January 1, 2018</td>
<td>$15,698.23</td>
</tr>
<tr>
<td>Received Year to Date</td>
<td>$9,074.65</td>
</tr>
<tr>
<td>Received (Net Cleared)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Money Due to be Collected from Members*</td>
<td>$0.00</td>
</tr>
<tr>
<td>Savings/Investments</td>
<td>$1,504.00</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$30,177.08</td>
</tr>
<tr>
<td>eBill Transfer to LCA(s)</td>
<td>$1,659.00</td>
</tr>
<tr>
<td>Uncollected Revenue**</td>
<td>$0.00</td>
</tr>
<tr>
<td>Payable to Members</td>
<td>$0.00</td>
</tr>
<tr>
<td>Disbursed (Cleared)</td>
<td>$20,499.60</td>
</tr>
<tr>
<td>Disbursed (Not Cleared)</td>
<td>$2,671.49</td>
</tr>
<tr>
<td>UnPaid Taxes</td>
<td>$35.00</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$24,683.69</td>
</tr>
<tr>
<td>Available Balance</td>
<td>$5,311.99</td>
</tr>
</tbody>
</table>
W/S Overview of LCA Accts

- Entered Meeting Date
- Beginning LCA Balance as of January 1
- Received year to date is money deposited from the Local Fund based on membership counts per monthly eBill
- Disbursed cleared are wage and expense payments that have cleared the bank account
- Not Cleared are all outstanding checks that have not cleared the bank account
- Unpaid taxes only apply to LCA disbursements

The balance of any one of the funds should never fall below zero. Parentheses indicates a negative balance.

### LCA Funds

<table>
<thead>
<tr>
<th></th>
<th>101A</th>
<th>101B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance January 1, 2018</td>
<td>$6,400.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Received Year to Date (from Local)</td>
<td>$1,031.00</td>
<td>$628.00</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$7,431.00</td>
<td>$653.00</td>
</tr>
<tr>
<td>Disbursed (Cleared)</td>
<td>$1,064.28</td>
<td>$834.25</td>
</tr>
<tr>
<td>Disbursed (Not Cleared)</td>
<td>$188.63</td>
<td>$129.75</td>
</tr>
<tr>
<td>UnPaid Taxes</td>
<td>$15.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$1,267.91</td>
<td>$966.00</td>
</tr>
<tr>
<td>Available Balance</td>
<td>$6,163.09</td>
<td>$(313.00)</td>
</tr>
</tbody>
</table>

HELPFUL TIPS

- Copies of quarterly and annual reports are required by the TD.
- The copy you send to SMART-TD should be a *signed copy*
- Do not send the worksheets you use to fill out the reports
- Reports can be submitted electronically
RECORD KEEPING

Message from the DOL:
Unions must maintain financial records and other related records that clarify or verify any report filed with the OLMS.

Message from the IRS:
The responsibility to prove entries, deductions, and statements made on your tax returns is known as the burden of proof. You should keep adequate records to prove your expenses or have sufficient evidence that will support your own statement. You generally must have documentary evidence, such as receipts, canceled checks, or bills, to support your expenses. Additional evidence is required for travel, entertainment, gifts, and auto expenses.

Keep your records organized by month by year. The appearance of your records is just as important as what is contained in them.

Generally, You should retain all types of records used in the normal course of doing business for at least **7 years**.

- Bank Statements
- Deposit Slips
- Canceled Checks
- Check Stubs
- Bank debit & credit memos
- General Ledgers
- Cash Receipts & Disbursement Ledgers
- Payroll Records (incl. deductions)
- Dues Receipts/DR Spreadsheets
- Contribution Records
- Expense Reports & Receipts
- Hotel Bills
- Air Travel Receipts
- Receipts for Meals (if entertaining others, indicate on receipt who was there and what union business it was regarding)
- Investment Reports & Records, including proposed investments
- Vendor Invoices
- Vouchers for Expenditures
- Petty Cash Records
- Contracts
- Collective Bargaining Agreements
- Insurance Policies after expiration or close of a claim, which ever is later
- Grants
- Monthly TD Billings
ALL Records Pertaining to Elections including the following shall be Preserved for one (1) year.

- Ballot Envelope’s including unused Void Ballots
- Tabulations Sheets
- Eligibility List
- Any other related Material

RECORD KEEPING

Records retained PERMANENTLY include (but not limited to):

- MINUTES + Attendance Registers
- Annual Audit Reports & Financial Statements
- DOL or IRS Audit/IRS Rulings
- Merger Letters
- Property Deeds, Assessments, Records, Purchase/Lease Agreements
- Historical Material
- Tax Returns/Tax Exemption Documents

RECORD KEEPING
Revenue Records must include:

- Source of Funds
- Amount Received
- Purpose of Payment
- Date Payment was Received

Disbursement Records must include:

- Purpose of expense including benefit to union
- Who monies were disbursed to
- Date and place printed on expense receipts
Pursuant to the SMART Constitution’s Article 21B, Section 57, as follows:

“Local Officers, Committeepersons, Legislative Representatives and Delegates upon leaving office must promptly transfer all property, funds, securities, equipment and other effects of their office to their successor. Any member failing to comply with the provisions of this paragraph shall be suspended from membership in SMART.”

From Outgoing Officer:

Name/Officer Position (print) ________________________________
Mailing address ________________________________
City, ST, Zip Code ________________________________
Phone ________________________________
Email ________________________________
Signature ________________________________ Date: ________________________________

Assets & Records Transferred:
Per IRS and DOL Guidelines, 7 years plus the current year of records must be maintained, some records must be maintained forever. Please consult the “UTU Retention Periods” document for further guidance.

☐ WinStabs Data/Financial Ledgers ☐ Sign-in Registers ☐ External Hard Drives/Storage Devices
☐ Check Book/Register/Voided Checks ☐ Financial Records ☐ File Cabinets/Furniture
☐ Meeting Minutes ☐ Annual/Quarterly Reports ☐ Local Seal & Charter
☐ Local Bylaws ☐ User names/Passwords for Online Accounts ☐ Other: ________________________________
☐ Receipts/Expense Claims ☐ Computers/Printers

To Incoming Officer:

Name/Officer Position (print) ________________________________
Mailing address ________________________________
City, ST, Zip Code ________________________________
Phone ________________________________
Email ________________________________
Signature ________________________________ Date: ________________________________
Pursuant to the SMART Constitution’s Article 21B, Section 57, as follows:

“Local Officers, Committeepersons, Legislative Representatives and Delegates upon leaving office must promptly transfer all property, funds, securities, equipment and other effects of their office to their successor. Any member failing to comply with the provisions of this paragraph shall be suspended from membership in SMART.”

It is advised that Local Unions develop a schedule for maintaining business records. To reduce the likelihood of lost or misplaced records, incoming officers should perform a records inventory shortly after receiving assets from outgoing officers.

<table>
<thead>
<tr>
<th>Record</th>
<th>Time-Period Required</th>
<th>Actual Time-Period on File</th>
<th>Explanation for Discrepancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>WinStabs Data</td>
<td>7 yrs. plus the current yr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Member Record Ledger</td>
<td>Year the local was chartered-current.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• E49 Report</td>
<td>Year the local was chartered-current</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Receipt Control Ledger</td>
<td>Year the local was chartered-current</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Bank Deposit Report</td>
<td>7 yrs. plus the current yr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Earnings Record</td>
<td>Year the local was chartered-current</td>
<td></td>
<td></td>
</tr>
<tr>
<td>990, 990EZ, or 990 reports +</td>
<td>2007-current</td>
<td></td>
<td></td>
</tr>
<tr>
<td>worksheets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LM report+worksheets</td>
<td>Year the local was chartered-current</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer’s Annual Reports</td>
<td>Year the local was chartered-current</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal/State tax correspondence</td>
<td>Year the local was chartered-current (if any)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Previously filed billings</td>
<td>7 yrs. plus the current yr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unfiled billings</td>
<td>Ideally-none</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W2/W3’s</td>
<td>7 yrs. plus the current yr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Records Inventory Performed By:</td>
<td>Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Records Inventory</th>
<th>Local #_______</th>
</tr>
</thead>
<tbody>
<tr>
<td>941 tax Returns (quarterly)</td>
<td>7 yrs. plus the current yr.</td>
</tr>
<tr>
<td>OE1a tax Returns (quarterly-rail only)</td>
<td>7 yrs. plus the current yr.</td>
</tr>
<tr>
<td>CT-1 tax Returns (annual-rail only)</td>
<td>7 yrs. plus the current yr.</td>
</tr>
<tr>
<td>940 tax Returns (annual – bus only)</td>
<td>7 yrs. plus the current yr.</td>
</tr>
<tr>
<td>944 tax Returns (annual-under IRS direction only)</td>
<td>7 yrs. plus the current yr. (for yrs required by IRS)</td>
</tr>
<tr>
<td>State tax Returns (varies by state)</td>
<td>7 yrs. plus the current yr.</td>
</tr>
<tr>
<td>Local meeting minutes</td>
<td>Year the local was chartered-current</td>
</tr>
<tr>
<td>Membership Applications</td>
<td>7 yrs. plus the current yr.</td>
</tr>
<tr>
<td>Bank Statements</td>
<td>7 yrs. plus the current yr.</td>
</tr>
<tr>
<td>Cancelled check images (front and back) + any voided checks, check stubs/registers</td>
<td>7 yrs. plus the current yr. (longer for some types of checks)</td>
</tr>
<tr>
<td>Vendor invoices, bills, receipts or other proof of disbursements</td>
<td>7 yrs. plus the current yr.</td>
</tr>
<tr>
<td>Lost time claims, Expense vouchers/summaries</td>
<td>7 yrs. plus the current yr.</td>
</tr>
<tr>
<td>Bond certificate</td>
<td>7 yrs. plus the current yr.</td>
</tr>
<tr>
<td>Meeting Registers</td>
<td>Year the local was chartered-current</td>
</tr>
<tr>
<td>Assets Records</td>
<td>7 yrs. plus the current yr.</td>
</tr>
<tr>
<td>Local seal and charter</td>
<td>Permanently</td>
</tr>
</tbody>
</table>
RECORD KEEPING

- Check Images
  - DOL requires check images of the front and back of the canceled checks. Your Bank Statement should contain all check images, if your bank statement doesn’t have them you must make arrangements to get them.
  - Some banks might charge a fee for this service.
  - Usually you can print the images yourself with online bank account access.
  - You are required to be able to access them and reproduce them for the required retention period.

- Voided Checks
  - Keep the Voided Check as part of the Local’s records.
  - Be sure to enter the Void check in WinStabs.
Printed Records vs Electronic Records
- Original document sources must be maintained when possible and practical
- Electronic records must be legible and accessible for the required retention period
  - The necessary hardware and software must be maintained to locate, retrieve, read and reproduce any stored records
  - Must be able to retrieve and reproduce electronic records as necessary

Bond
- Keep the Local Bond Certificate on file for DOL inspection

Back Up Data
- Back up WinStabs regularly to an external drive or a cloud service
- This is a basic responsibility and a crucial S&T task
- Do not forget to upload your WinStabs data to SMART-TD through Td Connect every quarter
Print ALL ◆ reports from WinStabs and file in Binder.

Record Destruction

- At the end of the required retention period, the Local must authorize the destruction of older year records.
- When Local Authority is obtained the best way to destroy records is to have them shredded. Do not burn or shred all documents on your own authority.

 EXCEPTION: Keep all Meeting Minutes, Attendance Registers, Tax Records, forever.

RECORD KEEPING
FIELD AUDIT AND SUPPORT HELP DESK

- Call for questions and guidance
  - 1-216-227-5444
- Email: fieldauditor@group.smart-union.org
- Visit:
  https://smart-union.org/td/secretary-and-treasurer-tools/