

WinStabs Data Review for New Local S&Ts: A Guide to Picking Up Where the Last S&T Left Off.

Congratulations on your appointment or election to the Local Secretary/Treasurer (S&T) position. The Local S&T serves as the backbone to the business operations of your Local Union. Your position comes with a high level of fiduciary responsibility. A fiduciary is any person who has the legal responsibility for managing somebody else's money.

As you transition into the job, you will want to ensure that there are no outstanding items, procedures and/or issues with your Local's business operations.

The following steps will help you:

- Determine what business processes have been completed to date
- Get a general sense of the accuracy of the data you've been provided
- Figure out what to tackle first
- When to request help.

1. Review the guide titled "10 Steps for a Successful Transition of Office for the New S&T."

Following the steps and information in this guide will help to make sure you receive all the data you should and will alert you to pieces that may be missing. Resources mentioned in this guide will give you a basic understanding of your position and get you on track with what must be accomplished each month.

When to request help:

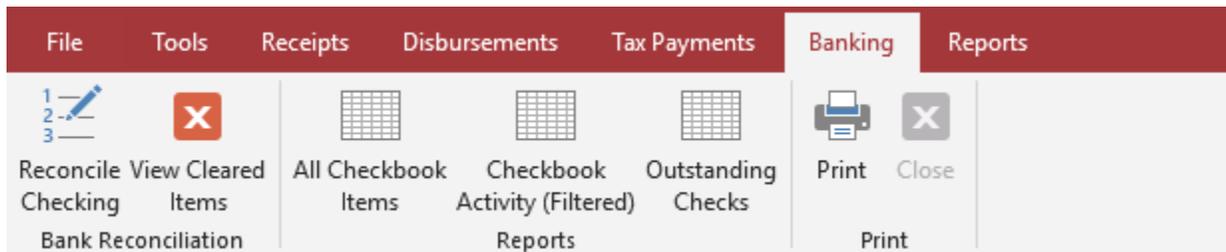
- Your Local uses WinStabs, but you receive no WinStabs data from the outgoing officer.
- Your Local is not using WinStabs (Beginning in 2019 Locals are required to use WinStabs-NMR to generate the Treasurer's Annual Report.)
- You discover UNOPENED correspondence from the IRS and/or IRS transcripts indicate that many returns/tax payments are outstanding.

2. Verify that all bank statements to date have been reconciled

As a Local Treasurer, you will perform a variety of reconciliation activities each month. In accounting, "reconcile" means to compare two sets of records to make sure they are in agreement. In this case, you will compare the bank statement for the Local's checking account with your accounting records. If your Local has other financial accounts (investment, savings) in addition to the checking account, those accounts would be reconciled as well. The checking account bank statement should be reconciled each month. Other financial accounts will be reconciled whenever a statement is received (typically only when there is a change to the account).

To verify that the bank statements have been reconciled, follow these steps:

In WinStabs, go to the “Banking” tab, then “Reconcile Checking.”

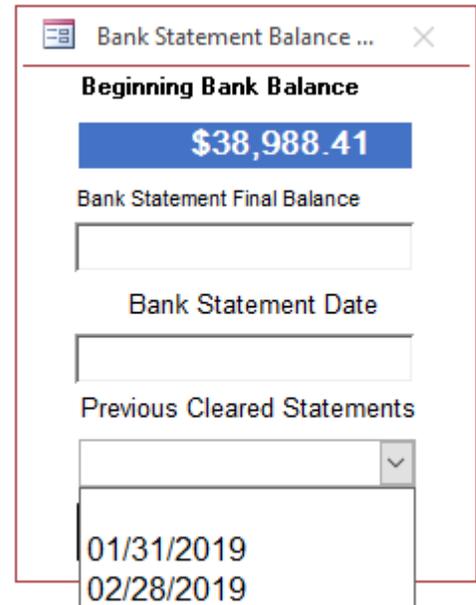


Next, you will see this form: The beginning bank balance will auto populate and should match the ending bank balance of the LAST bank statement that was reconciled.

Click on the drop-down menu for “Previous Cleared Statements”. Here you will see a list of each checking account statement that has already been reconciled for the year.

If the beginning balance and ending balance are the same amount for one month, WinStabs will not show that month in the “Previous Cleared Statements” dropdown. If a month is missing, locate the bank statement and review it.

If bank statement reconciliation is behind, catching up is one of the first things to be completed. Accurate records and reporting depend on up-to-date bank statement reconciliation.



When to request help:

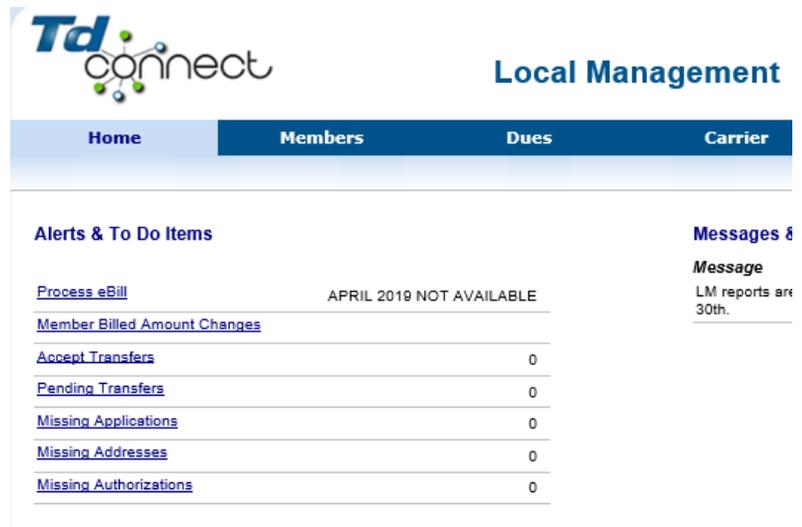
- If the beginning balance for the first month that you need to reconcile does not match the bank statement

3. *Confirm that the billings are current*

Keeping up to date with SMART TD eBills is an essential part of the Local Treasurer’s job.

According to the SMART Constitution, Article 21B, Section 64: *“The Treasurer shall promptly, but no later than the 20th day of each month remit to the General Secretary-Treasurer all monies due the International.”*

To verify that the billings are current, log into TD Connect to determine what has been received at the SMART TD office. On the home screen under “Alerts & To Do Items”, the Process eBill should be the current month. If it is not, then the billing is behind and will need to be caught up. Contact your Membership Representative if you need assistance working your eBills.



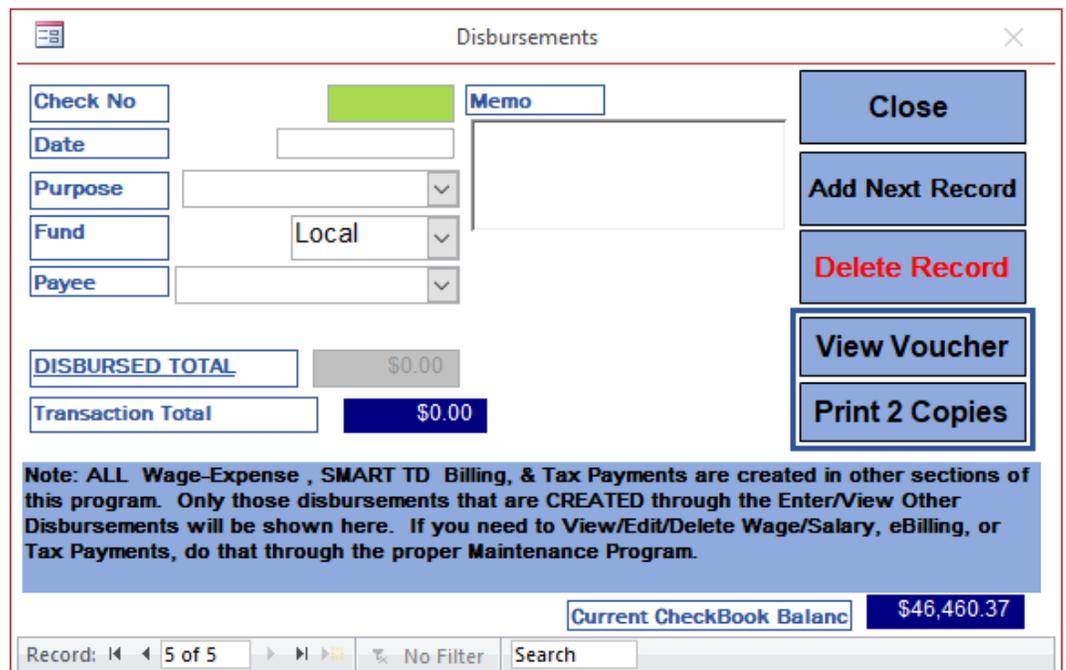
4. Make sure officers/members were paid/reimbursed correctly

There are several menus in WinStabs that are used for specific types of payments called disbursements. When paying salary or lost time disbursements to Local officers or if the need requires, Local members, the Local must withhold and pay the employee portion and pay the employer portion of the required payroll taxes. In addition, if a member is reimbursed for business-related expenses or paid lost time, the Local is required to collect and document corresponding evidence to support the disbursement. These types of disbursements should be made through the “Wage & Reimbursed Expense Menu” in WinStabs, and you will want to verify that these disbursements were done correctly. The easiest way to verify this is to make sure that wage/lost time/reimbursement payments were not made incorrectly in the “Vendor & Other Disbursements” menu.

In WinStabs, go to the “Disbursements” tab, then “Vendor/Other Disbursements.”



Scroll through the disbursement records that pop up. The ONLY type of payment that you should see to a member of your Local in this Disbursements menu is for a refund, as shown below. The other types of payments that you are likely to find here are bank charges, tax payments for years prior to the current year (which indicates they were not paid on time) and payments to outside vendors for things like meeting expenses.



When to request help:

- If you see anything that looks like it is a salary or lost time payment in the **Vendor & Other Disbursements** menu.

5. Ensure that taxes have been paid and reported accurately

The quickest way to get your Local into trouble is to ignore IRS, state and municipal payroll tax requirements. If Local officers/members receive salary and/or lost time payments, the Local must **pay AND report** payroll taxes to all their tax authorities.

Check first to see if tax payments have been generated by WinStabs. In WinStabs, go to the “Tax Payments” tab, then “**Total Tax Liability**”. This report will show you if taxes were owed for that month.

All Taxes [Listed by Month] Both Paid & Outstanding

**Local 1694
Year 2017**

Tax Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
CT-1 TAX	663.56	165.89	165.89	165.89	165.89	165.89	165.89	497.67	331.78		82.94		2,571.29
	663.56	165.89	165.89	165.89	165.89	165.89	165.89	497.67	331.78	0.00	82.94	0.00	2,571.29

Then in WinStabs, click on “**Taxes Paid [Check Number]**”. This report will show you if tax payments were logged into WinStabs, the date of the payment, check number, tax type and amount. Most Locals are required to pay their taxes monthly. If a tax amount was generated by WinStabs, you should see a corresponding monthly payment. In our example here, payments were not made monthly, but the total owed has been paid. This Local probably was charged a late fee and interest on the amounts that were paid late.

Taxes Deposited [Listed Date-Check Number]

Local 1694
Year 2017

Date	Check No	Description	Amount
7/24/2017	CK # 0331	CT-1 TAX	\$1,078.28
7/24/2017	CK # 0630	CT-1 TAX	\$497.67
8/28/2017	CK # 0828	CT-1 TAX	\$331.78
8/30/2017	CK # 0830	CT-1 TAX	\$165.89
9/8/2017	CK # 0908	CT-1 TAX	\$165.89
9/27/2017	CK # 0927	CT-1 TAX	\$331.78
<i>Grand Total</i>			\$2,571.29

Since WinStabs does not have a direct link to the tax authorities or the Local bank account, the next step is to check the information from WinStabs against the Local’s bank statement, EFTPS account or IRS transcripts to verify that the taxes were actually paid.

In addition to paying the appropriate taxes, Locals must report on the taxes by filing returns with the appropriate tax authority. Go through the Local’s paper records to look for the Local copy of any filed returns. Compare what is found in the paper records with what the IRS transcripts report.

When to request help:

- If you believe Local officers/members have been paid salary/lost time, but you do not see any taxes generated in WinStabs.
- If you see taxes generated in WinStabs, but you do not see any tax disbursements made in WinStabs.
- If the WinStabs information does not match the Local bank statement, EFTPS account or IRS transcripts.
- If you cannot find any evidence of tax reporting or you find discrepancies between your records.
- If you discover unanswered correspondence from the IRS or any other tax authority.

6. Verify that payments were recorded for the correct fund

Every Local treasurer has at least two funds he or she manages: the Local fund and an LCA fund for each LCA tied to the Local. All the money belonging to all the funds is kept together in the Local’s one checking account. Records must be kept in WinStabs to properly account for the funds.

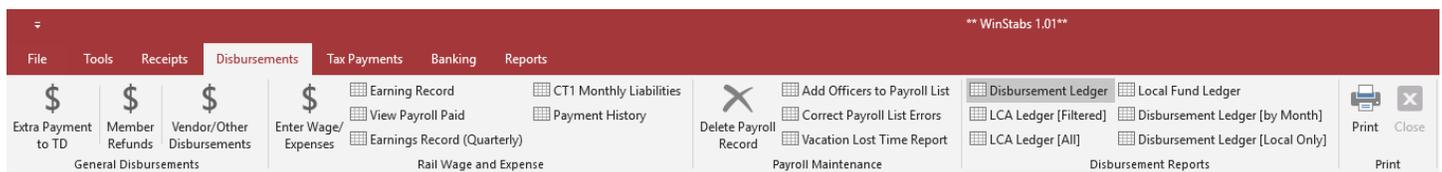
With proper authorization, the Local fund is used for:

- Local officer salaries/lost time and associated payroll taxes;
- Local expenses for office supplies, mileage, per diem, etc.;
- Local meeting expenses;
- Election expenses (Local and LCA)
- Charitable/social spending;
- Bank fees;
- Bond.

With proper authorization, LCA funds are used for:

- Their own LCA officer salaries/lost time and associated payroll taxes;
- Their own LCA expenses for office supplies, mileage, per diem, etc.;

You will want to verify that all disbursements have been made from the proper fund. The easiest way to do this is to review the disbursements ledger. In WinStabs, go to the “Disbursements” tab, then click on “**Disbursement Ledger.**”



Use the buttons at the bottom of the screen to scroll through the document. Review the disbursements to ensure Local officers and Local chairmen are paid out of the correct fund. You will also want to review any other disbursement to make sure it is categorized correctly and that it was paid out of the correct fund.

**Disbursement Control Ledger 2017
Local 1694**

Check No	Date	Payee	Ins & TB	Int'l Dues	Int'l Other	UTU PAC	Int'l Total	Officer Salary	LCA	LCA Salary	LCA	LCA Expense	Local Expense	Local Other	Totals	YTD
2234	11/29/2016								017	217.83	017				217.83	217.83
2244	01/09/2017													290.82	290.82	508.65
2245	01/24/2017							217.83							217.83	726.48
2246	01/24/2017	VOID														726.48
2247	01/24/2017							217.83							217.83	944.31
2248	01/24/2017							017	217.83	017					217.83	1162.14
2249	01/24/2017							017	653.48	017					653.48	1815.62
2250	01/25/2017												170.18		170.18	1985.80
2251	01/25/2017	VOID														1985.80
2252	01/25/2017												132.93		132.93	2118.73
2253	01/25/2017												227.00		227.00	2345.73
2254	01/30/2017							435.66							435.66	2781.39
0131	01/31/2017	B OF A											19.00		19.00	2800.39
0	02/20/2017	UTU PAC														2800.39
0	02/20/2017	UTU														2800.39
2255	02/22/2017	VOID														2800.39
2256	02/22/2017							435.66							435.66	3236.05
2257	02/22/2017	LOS DOMINGOS											239.74		239.74	3475.79
0228	02/28/2017	B OF A											3.00		3.00	3478.79
2258	03/28/2017													596.64	596.64	4075.43
2259	03/29/2017							435.66							435.66	4511.09
2260	03/29/2017												56.25		56.25	4567.34
2261	03/29/2017													607.50	607.50	5174.84

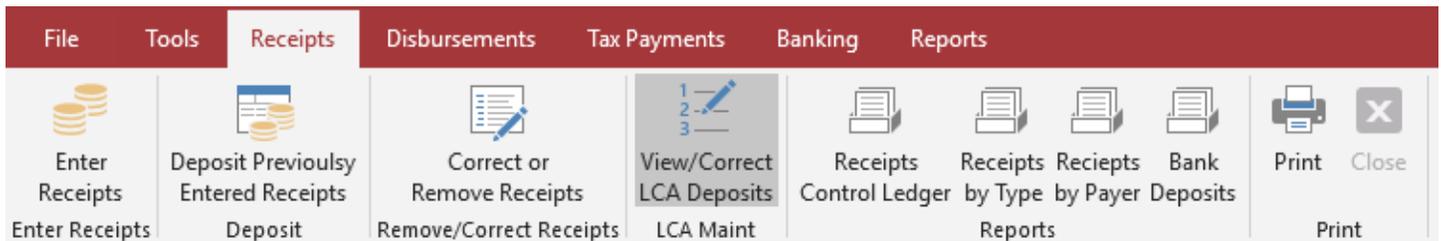
When to request help:

- If you believe Local officers/members have been paid salary/lost time/reimbursements out of the incorrect fund.
- If you believe any disbursement has been categorized incorrectly.
- If you see anything suspicious.

7. Verify that LCA fund deposits post correctly

In the same way that Local Treasurers must ensure that disbursements are drawn from the correct fund, they need to verify that monies are posted to the correct fund as well. Money is deposited into funds as part of the four-step billing process. If figures are not entered into the billing cover during Step 4 of the process in a certain way, LCA funds may post incorrectly to the general ledger.

To check LCA fund postings in WinStabs, go to the “Receipts” tab, then click on “**View/Correct LCA Deposits**”.



For every month of SMART TD bills worked, you should see a deposit into each associated LCA fund. If we assume that it is the end of June in the example below, March, April, May and June are missing deposits. SMART TD bills are always worked in order. You should never see skipped months. There may be entries with negative amounts shown due to Prior Returns on the eBill.

Date	Month	LCA	Amount
1/27/2019	JANUARY	769A	\$1,840.00
1/27/2019	JANUARY	769B	\$156.00
1/27/2019	JANUARY	769C	\$306.00
2/25/2019	FEBRUARY	769A	\$1,863.00
2/25/2019	FEBRUARY	769B	\$162.00
2/25/2019	FEBRUARY	769C	\$312.00

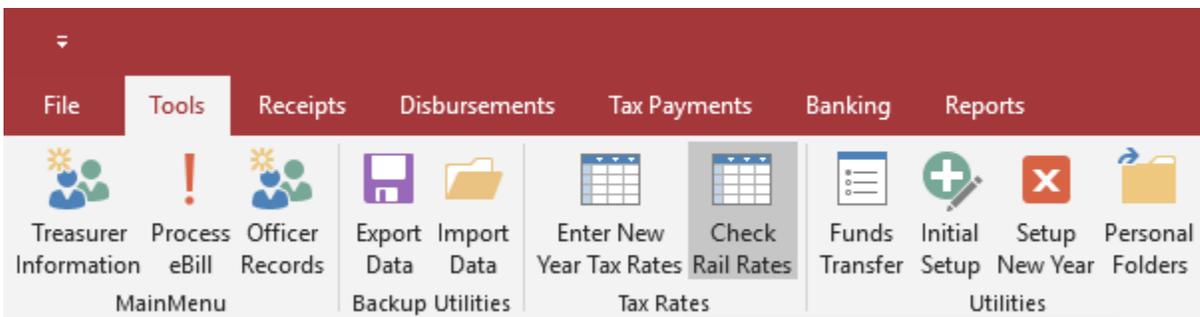
When to request help:

- If you do not see a deposit for each LCA fund for every month of SMART TD bills that have been worked.

8. Verify that dues and tax rates are correct in WinStabs

At the beginning of each year, WinStabs must be set up with the new tax rates. Failure to do so will generate incorrect records in WinStabs.

To check tax rates in WinStabs, go to the “Tools” tab, then click on “**Check Rail Rates**” or “**Check FICA Rates.**” (FICA is for Bus Locals).



Verify that the tax rates are correct for the year.

FICA Tax Rates

	Tax Rate	Tax Type	Maximum
Employee	0.062	FICA	132900
Employee	0.0145	MEDICARE	98700
Employee	0	EE TAX 1	999999
Employee	0	EE TAX 2	999999
Employer	0.062	FICA	132900
Employer	0.0145	MEDICARE	98700
Employer	0.006	FUTA	7000
Employer	0	SUTA	7000
Employer	0	ER TAX 1	999999
Employer	0	ER TAX 2	999999
941 6A	0.124	LINE 6A 941 FORM	999999
941 7A	0.029	LINE 7A 941 FORM	999999

Buttons: Enter ER1 Code, Enter ER2 Code, Close

CT1 - Rail Tax Rates

	Tax Rates	Tax Type	Maximum
Employee	0.062	TIER1	132900
Employee	0.049	TIER2	98700
Employee	0.0145	MEDICARE	999999
Employee	0	EE TAX 1	7000
Employee	0	EE TAX 2	7000
Employer	0.062	TIER1	132900
Employer	0.131	TIER2	98700
Employer	0.0145	MEDICARE	999999
Employer	0	ER TAX 1	999999
Employer	0	ER TAX 2	999999
Employer	0	ER TAX 3	999999

Buttons: Close

When to request help:

- If any of the amounts/rates are incorrect and have been posted or used to figure disbursements.

9. Check for ledger adjustments

If necessary, money can be transferred from one fund to another. Fund transfers should only be initiated with the guidance of the SMART TD Field Support Help Desk and have accompanying documentation.

To look to see if any fund transfers have been processed for your Local, in WinStabs, go to the "Tools" tab, then click on "Funds Transfer." To open the form, you will have to click ok on the warning message.

The image shows the WinStabs application menu bar. The 'Tools' tab is selected, and the 'Funds Transfer' option is highlighted. Other options in the Tools menu include Process eBill, Officer Records, Export Data, Import Data, Enter New Year Tax Rates, Check Rail Rates, Initial Setup, and Setup New Year Utilities.

The Funds Transfer form is displayed. It features a table with columns for Fund, Date, Note, and Amount. The Amount field is currently set to \$0.00. Below the table, there are radio buttons for 'Credit' and 'Debit'. A red warning message reads: "Before Closing- Preview Fund Transfers and Ensure that the Transfers are Balanced." Buttons for "Preview Fund Transfers" and "Close" are visible at the bottom.

Review the funds transfer menu and look for any entries.

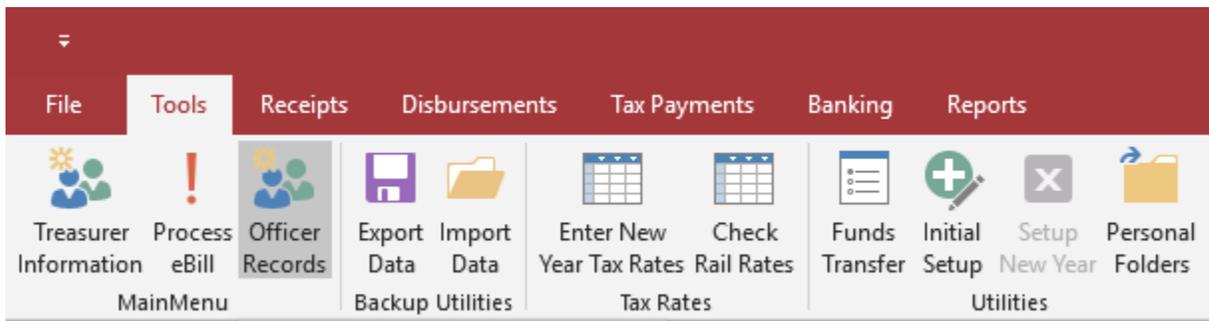
When to request help:

- If you discover any Transfer of Funds entries without proper documentation.

10. Verify that Social Security numbers and addresses for officers/members receiving salary and/or lost time payments are correct.

Obtaining accurate Social Security number (SSN) for your members can be a challenge, but an accurate SSN is an absolute requirement for any wage/lost time earner. An inaccurate SSN can adversely affect retirement benefits and personal income tax records. Forms filed with incorrect SSNs may require both the Local and the wage/lost time earner to amend prior returns. Incorrect SSNs can also trigger audits from various reporting authorities.

To verify correct SSNs and addresses for wage/lost time earners, in WinStabs, go to the “Tools” tab, then click on “Officer Records”. Wage/Lost time earners should have the wage field filled out. If he or she is an officer, his or her position should be filled out as well. Verify that the SSNs and mailing addresses are correct.



Member Record for Local 0030

ALL

JUSTIN D FOUGEROUSSE

Status: CURRENT OFFICER
 Wage: RAIL
 Local Officer: SEC & TREAS
 Other Titles:

Federal Tax: 0.15 (15.0000%)
 State Tax: SC 0.05 (5.0000%)
 EE Tax 1: 0 (0.0000%)
 EE Tax 2: 0 (0.0000%)

Employee Forms: Fetch Form

Close

Record: 11 of 11 No Filter Search

Form fields include: Last (FOUGEROUSSE), First (JUSTIN), SS No. (111-33-1122), DOB (04/16/1983), Address (123 MAIN ST, ROCK HILL, SC 29730), Phone ((803) 984-6617), Email (jfougerousse@smart-union.org).

It is a good idea to double-check the wage/lost time earner’s individual tax rates while you are verifying SSN.

When to request help:

- If you discover any wage/lost time earners with incorrect SSNs.

New S&Ts are encouraged to schedule appointments with the Help Desk for training on the role and responsibilities of the position. Along with any of the findings discussed in this document, The Field Support Department Help Desk is available to help with questions about:

- Secretary/Treasurer Duties
- WinStabs
- Paying taxes
- Filing taxes and other reports
- Disbursements
- Regulatory compliance
- Fund maintenance

Call the Field Support Help Desk at 216-227-5444 or email FSHelpDesk@group.smart.union.org. When you call the help desk, please leave a message with the following or make sure your email includes:

- Your Name
- Your Local
- Your phone number
- Let us know you want to make an appointment because you're a new S&T
- Your availability for an appointment time (Monday afternoons, Tuesdays and Thursdays are when appointments are typically scheduled. At times, we may be scheduling appointments 3 to 4 weeks out.)

SMART TD offers a variety of formal training options for Local officers.

For new events, visit the section on **Training and Events** at

<https://smart-union.org/td/local-toolbox/>