

# TREASURER'S ANNUAL REPORT

## *SMART Transportation Division*

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City \_\_\_\_\_

Local Number \_\_\_\_\_

State or Province \_\_\_\_\_

Report for Period Ending \_\_\_\_\_

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### COMPLIANCE WITH CONSTITUTION

The Treasurer's Annual Report shall be prepared and submitted in compliance with the following Articles of the Constitution:

#### Article Twenty-One B (21B), 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.

#### Article Twenty-One B (21B), Section 67 – Duties of the Local Treasurer

The Board shall meet in the month of January of each year for the purpose of auditing the annual report of the Treasurer and verifying bank balances and cash on hand. If the Treasurer's annual report is found to be correct, the Board members shall endorse the report with their signatures, furnishing copies to the local and the General Secretary-Treasurer.

### DIRECTIONS FOR PREPARING THE REPORT

The instructions for preparing the Treasurer's Annual Report by the Treasurer, together with conducting an examination and audit of the books and accounts by the Board of Trustees are set forth in the Accounting Manual.



**STATEMENT OF RECEIPTS, DISBURSEMENTS AND BALANCE**

FOR ANNUAL PERIOD ENDING: \_\_\_\_\_

	FROM LEDGERS	CASH LEDGERS COLUMN NO.	AMOUNT
(A)	<b>CHECKBOOK BALANCE — FROM LAST REPORT</b>		\$
	<b>LEDGER RECEIPTS — THIS PERIOD</b>	<b>RECEIPTS</b>	
	RECEIVED FROM MEMBERS	COLUMN 1	\$
	RECEIVED FROM OTHER SOURCES	COLUMN 2	
	(ITEMIZE ON SEPARATE PAGE)		
(B)	<b>TOTAL RECEIPTS — THIS PERIOD</b>	COLUMN 3	\$
(C)	<b>CHECKBOOK BALANCE (A) + TOTAL RECEIPTS (B)</b>	<b>TOTAL CASH</b>	\$
	<b>FROM CASH DISBURSEMENT LEDGER — ITEMIZE:</b>	<b>DISBURSEMENTS</b>	
	INSURANCE PREMIUMS AND T.B.    INT'L HQ.	COLUMN 1	\$
	DUES AND ASSESSMENTS            INT'L HQ.	COLUMN 2	
	OTHER                                    INT'L HQ.	COLUMN 3	
	UTU PAC                                 INT'L HQ.	COLUMN 4	
(D)	<b>SUB-TOTAL</b> INT'L HQ.	COLUMN 5	\$
	OFFICERS' SALARIES                 LOCAL	COLUMN 6	\$
	L.C.A. SALARIES AND EXPENSES    LOCAL	COLUMN 7	
	OPERATING EXPENSES                LOCAL	COLUMN 8	
	OTHER                                    LOCAL	COLUMN 9	
(E)	<b>SUB-TOTAL</b> LOCAL	COLUMN 10	\$
(F)	<b>TOTAL DISBURSEMENTS — THIS PERIOD</b>	COLUMN 11	\$
	<b>TOTAL CASH MINUS DISBURSEMENTS (C - F)</b>		\$
	<i>(THIS AMOUNT WILL BE CHECKBOOK BALANCE NEXT REPORT)</i>		
	<b>INVESTMENTS — END OF THIS PERIOD</b>		\$
	SAVINGS, CREDIT UNION, ETC.		
	INVESTMENT INTEREST <i>(NOT BROUGHT INTO CHECKING)</i>		\$
	<b>TOTAL CHECKBOOK BALANCE AND INVESTMENTS</b>		\$

I hereby certify that the foregoing is a correct statement of money received and disbursed by me during the period this report covers, and the total checkbook balance and investments at the end of this period is correct.

\_\_\_\_\_  
*Treasurer*

\_\_\_\_\_  
*Telephone Number*



# CERTIFICATE OF EXAMINATION AND AUDIT

<b>CASH ON DEPOSIT</b> (ON DECEMBER 31ST) ..... \$ _____ (FROM PAGE 4 — NAME OF DEPOSITORY)	\$ _____
<b>DEPOSIT IN TRANSIT</b> (NOT APPEARING ON BANK STATEMENT)... \$ + _____	\$ + _____
<b>CASH AND CHECKS ON HAND FOR DEPOSIT</b> ..... \$ + _____	\$ + _____
TOTAL ..... \$ _____	\$ _____
<b>LESS OUTSTANDING CHECKS</b> ..... \$ - _____	\$ - _____
<b>TOTAL CASH</b> (CHECKBOOK BALANCE)..... \$ _____ (SHOULD AGREE TO <b>TOTAL CASH MINUS DISBURSEMENTS</b> — PAGE 2)	\$ _____
<b>INVESTMENTS</b> ..... \$ + _____	\$ + _____
_____ (WHERE KEPT AND SAFEGUARDED)	
<b>*TOTAL CASH AND INVESTMENTS</b> ..... \$ _____	\$ _____

\*This amount must correspond with total Checkbook Balance and investments shown on attached annual report.

NOTE: Article Twenty-One B (21B), Section 48 of the SMART Constitution provides that each local shall maintain a local committee of adjustment fund to pay the cost of representation by the local committee of adjustment by levying local committee dues.

**LOCAL COMMITTEE OF ADJUSTMENT FUNDS:**

L.C.A. NO.	ASSESSMENT	BALANCE

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L.C.A. NO.	ASSESSMENT	BALANCE

LCA officers are paid the following salaries each month:


(Attach additional sheet of paper if needed.)

The undersigned audited the books and accounts, **verifying all E-49 Forms** of \_\_\_\_\_, Treasurer of Local No. \_\_\_\_\_ in accordance with the requirements of Article Twenty-One B (21B), Section 67 of the SMART Constitution and find balance on hand as reported by the treasurer on the annual report for the period ending \_\_\_\_\_, 20 \_\_\_\_\_, to be correct and accounted for.

<i>Trustee</i>	<i>Date</i>	<i>Trustee</i>	<i>Date</i>	<i>Trustee</i>	<i>Date</i>
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**ATTENTION BOARD OF TRUSTEES:** This certificate must be signed by each member of the Board of Trustees. In the event the report bears only one or two signatures, it will be returned to the local for correction. If the audit discloses any discrepancies which may prevent any trustee from signing this certificate, please furnish a detailed written report setting forth the exact findings without delay.

# BANK STATEMENT

Include a copy of the Bank Statement for each account ending December 31st to verify and support the cash and/or securities on deposit.

## LOCAL DUES AND ASSESSMENTS

The amount collected from each member, each month, for Local dues is \$ \_\_\_\_\_. This Local levied \_\_\_\_\_ Local Special Assessments of \$ \_\_\_\_\_ per member upon \_\_\_\_\_ members at the date of this report.

This Local pays its officers the following salaries each month:

President \$ \_\_\_\_\_ Vice President \$ \_\_\_\_\_ Treasurer \$ \_\_\_\_\_  
Secretary \$ \_\_\_\_\_ Collector \$ \_\_\_\_\_ Total \$ \_\_\_\_\_ .

A schedule of "DUES LOANED" and "ADVANCED DUES" as of the date of this report shall be attached.

This schedule should list the names of members, months applicable, and amounts.

I hereby certify the foregoing information is correct.

Treasurer \_\_\_\_\_  
*Signature*