



# Local 195, IFPTE AFL-CIO Quarterly Financial Report

**LOCAL OFFICE USE ONLY**

Authorized Signature of  
Approval

Chapter Name: \_\_\_\_\_ Date: \_\_\_\_\_

Balance at beginning of quarter: \_\_\_\_\_ + \$ \_\_\_\_\_

**Income:**

Per Capita Received: \$ \_\_\_\_\_

Other: (if any): + \$ \_\_\_\_\_

Total Income: \_\_\_\_\_ + \$ \_\_\_\_\_

Total funds on hand this quarter before expenses and deductions \$ \_\_\_\_\_

**Expenses:**

**(Brief Explanation)**

Rent for meetings: \$ \_\_\_\_\_

Refreshments \$ \_\_\_\_\_

Travel: \$ \_\_\_\_\_

Telephone: \$ \_\_\_\_\_

Postage: \$ \_\_\_\_\_

Good & Welfare: \$ \_\_\_\_\_

Stationery: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

Total Expenses: \_\_\_\_\_ - \$ \_\_\_\_\_

Balance at end of quarter after expenses: \_\_\_\_\_ \$ \_\_\_\_\_

**Note: A copy of this statement along with your bank statement must be sent to the Local Office each quarter. Cancelled checks and/or receipts must be kept for your records, as expenditures.**

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

**(Two Signatures Required: Chapter Treasurer & Chapter President or Designated Officer)**

Preferably we ask that the Treasurer and Chapter President both sign the report. A chapter person (secretary, steward, member) can sign in their place if one is not available. In any case, we must have two signatures.



# Local 195, IFPTE AFL-CIO

## Quarterly Financial Report

1,2,3,4 Qtr 20??

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Approval

Chapter Name: \_\_\_\_\_ #1 Date: \_\_\_\_\_ #2

Balance at beginning of quarter: \_\_\_\_\_ + \$ #3

### Income:

Per Capita Received: \$ #4

Other: (if any): + \$ #5

Total Income: + \$ #6

Total funds on hand this quarter before expenses and deductions \$ #7

### Expenses:

(Brief Explanation)

Rent for meetings: #8

Refreshments #9 #9A

Travel: #10

Telephone: #11

Postage: #12

Good & Welfare: #13 #13A

Stationery: #14

Other: #15 #15A

Total Expenses: - \$ #16

Balance at end of quarter after expenses: \$ #17

**Note: A copy of this statement along with your bank statement must be sent to the Local Office each quarter. Cancelled checks and/or receipts must be kept for your records, as expenditures.**

Signed: \_\_\_\_\_ #18 Signed: \_\_\_\_\_ #18

**(Two Signatures Required: Chapter Treasurer & Chapter President or Designated Officer)**

Preferably we ask that the Treasurer and Chapter President both sign the report. A chapter person (secretary, steward, member) can sign in their place if one is not available. In any case, we must have two signatures.

## IFPTE LOCAL 195 Quarterly Financial Statement Instructions

In order to expedite the filing of chapter quarterly reports the following instructions have been prepared. These instructions apply to all chapters and **must** be followed to ensure the correct and proper means for chapters to receive their per capita funds.

<b>Line #1</b>	Fill in complete Chapter name.
<b>Line #2</b>	Fill in date report is being completed.
<b>Line #3</b>	Enter beginning balance of bank funds for the quarter. This amount should be the same as the closing figure from the previous quarter.
<b>Line #4</b>	Enter Per Capita received from the Local.
<b>Line #5</b>	Enter any other funds received. For example monies received from the Local for the chapter holiday party etc.
<b>Line #6</b>	Enter total of lines #4 & #5
<b>Line #7</b>	Enter total of lines #3 & #6
<b>Line #8</b>	Enter amount, if any, paid for rent to hold meetings.
<b>Line #9</b>	Enter amount, if any, paid for meeting refreshments.
<b>Line #9A</b>	Enter explanation of expenditures.
<b>Line #10</b>	Enter amount, if any, of any travel costs incurred for operation of chapter.
<b>Line #11</b>	Enter amount, if any, of telephone charges incurred for the operation of the chapter.
<b>Line #12</b>	Enter amount, if any, of any costs incurred for postage related to the operation of the chapter.
<b>Line #13</b>	Enter amount, if any, of all costs incurred for the good and welfare of members of the chapter.
<b>Line #13A</b>	Enter brief explanation of why money was spent.
<b>Line #14</b>	Enter amount, if any, of any costs incurred for stationery related to the operation of the chapter.
<b>Line #15</b>	Enter amount, if any, of all other expenditures incurred in the operation of the chapter.
<b>Line #15A</b>	Enter explanation of cost incurred
<b>Line #16</b>	Enter total amount of lines #8 through #15.
<b>Line #17</b>	Enter total amount of line # 7 <b>minus</b> line #16.
<b>Line #18</b>	<b>Two</b> signatures are required on the quarterly reports, preferably the chapter president and the treasurer or designated officer. A chapter member may sign if either the president <b>or</b> treasurer is unavailable.

A copy of the last three bank statements is to be sent in along with the quarterly reports. Please note that copies of receipts for all chapter funds expended **must** accompany the quarterly reports. Please send in any other pertinent information or explanations along with the quarterly reports. Chapter quarterly reports must be filed in a timely manner as soon as possible after the close of the quarter. Failure to do so may result in the loss of per capita funds.

Please do not make any chapter checks out to "cash" or to a chapter member for expenditures without **proper** documentation as to the reason for such checks. Receipts **must** accompany any check or checks made out to cash or a chapter member. Please note any and all outstanding checks and reason (receipts) for expenditure.

Chapters are to maintain a file of all bank statements, cancelled checks and receipts for their records. Please make sure that **all** required information is supplied to the Local with the quarterly reports. Failure to do so will result in a delay and possible forfeiture of per capita funds. Incomplete or improperly filled out reports will be returned to the chapter.