

LOCAL TREASURERS ORIENTATION

Roles and Responsibilities



This orientation should take no more than 15 minutes

Download the full Local Treasurer's Orientation series at <https://opseu.org/member-education/>



Roles and Responsibilities



Gather information and documents

- expenses
- bank documents
- minutes of meetings with highlighted motions where there are financial implications
- bylaws and OPSEU constitution
- budget and additional requests for money
- local rebates – current rates & deposited cheques
- contacts: LEC, OPSEU staff rep, Executive Board Members, 1st Vice-President
- Local fund information and forms
- Local Treasurers Toolkit



Help establish financial protocols

Work with the Local Executive Committee LEC to agree on financial protocols (who approves what and when) including who are signatories.



Set up and maintain the Local's files

For each 6-month period corresponding to a TAR keep the following together:

- expenses and receipts
- general membership minutes and Local Executive Committee (LEC) minutes
- bank statements
- Trustee Audit Report (TAR)
- Local rebates and deduction records
- advances issued
- Local fund requests (Local Time-off Fund, etc.)



Set up and maintain the Local's bank account(s)

- Get access to the bank account(s)
- Set up online banking access for yourself to help monitor the account(s)
- Arrange with the bank to be a signatory
- Remove anyone who should no longer have signing authority
- Reconcile the bank statement every month



Pay Local expenses

- Pay invoices
- Issue cheques to pay member expenses
- Issue advances
- Keep receipts



Prepare and file Trustee Audit Reports (TARs)

Note: your Local may want to use some of its entitlement from the Local Time Off fund to provide you with some time to do this.

- Prepare and draft the TAR every six months
- Present the TAR for Local Executive Committee (LEC) discussion and approval of Schedules A & B
- Submit TAR to Trustees
- Receive signed TAR from Trustees
- Present signed TAR to General Membership Meeting



Prepare and present the annual Local budget

- Prepare the Local's annual budget for the next fiscal year, together with the Local Executive Committee (LEC)
- If you have a composite Local, work with each unit to prepare a draft unit budget
- Write the budget on Schedule A of the TAR form associating program expenses with appropriate budget lines
- Get final approval of the budget from the LEC
- Present the budget for approval at a General Membership Meeting



Q and A



Q: How many Local Executive Committee (LEC) Members must sign each cheque?

A: Two LEC members must sign each cheque.



Q: How many Trustees does your Local elect?

A: Each Local elects two Trustees



Q: How often do you submit a Trustee Audit Report (TAR)?

A: Each Local submits a TAR every six months.



Q: Can a Local Treasurer get time off to help prepare their Trustee Audit Report?

A: Yes. The Local Executive Committee can decide to use some of the Local Time Off Fund to help prepare the TAR.



For more information visit the OPSEU Member Education web page at <https://opseu.org/member-education/> and download the Local Treasurer's Toolkit.





MEMBER EDUCATION FORMATION DES MEMBRES



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