



# ANNUAL FINANCIAL REVIEW CHECKLIST

For Regional Locals / Worksites / Locals

**DEADLINE: JUNE 30TH**

## REQUIREMENTS

### SMALL SITES

(50 members or less):

#### Internal Review

Submit copies of all checklist documents to MNU Provincial Office:

**kwusatyphillips@manitobanurses.ca**

**Fax: (204) 942-0958**

### MEDIUM SITES

(50–300 members):

#### Independent Review

Review level assurance conducted by bookkeeper or financial specialist. Submit completed review letter to MNU Provincial Office by the deadline.

### LARGE SITES

(More than 300 members):

#### Independent Audit

Audit level assurance conducted by a CPA/Accounting Firm. Submit completed auditor's report to MNU Provincial Office by the deadline.

## FINANCIAL DOCUMENT CHECKLIST

### 1. MEETING MINUTES

- Budget was approved at a meeting
- Spending over \$500 was approved in minutes
- Deviations from the budget have a recorded motion
- AGMs must be held by March 22 (April 6 for regional locals)

### 2. BANK ACCOUNT SIGNING AUTHORITIES

- List of signing officers matches MNU records or meeting minutes

### 3. MONTHLY BANK STATEMENTS (JAN-DEC)

- Rebates from MNU Provincial are deposited
- Each cheque has two signatures
- No one signs their own cheque – copies of all cheques
- Copies of cancelled cheques
- Match cheques to invoices (no cheques to cash unless documented)
- No direct salary/honoraria payments to members (use MNU Provincial)
- No gift cards, cash, or near-cash to members
- Year-end balance matches ledger

### 4. INVOICES

- Copies of all invoices
- Match invoices to bank statement transactions

### 5. RECEIPTS

- Receipts show full payment
- Over \$500 requires meeting approval
- Out-of-budget expenses must have an approved motion
- Cheques have two signatures (no self-signing)

### 6. FINANCIAL LEDGER SPREADSHEET

- Includes all revenue (dues) and expenses
- Opening and closing balances match bank account