

Regional / Worksite / Local Annual Financial Review – CHECKLIST

✓	Documents to be Provided	Reviewer To Check
	Meeting minutes documenting the approval of the annual budget and expenditures over \$500.	<ul style="list-style-type: none"> (a) Expenditures have been discussed at a meeting and have been approved (b) Budget was approved at the meeting. Any deviation from budget must include a motion from Executive
	List of current bank account signing authorities.	List matches the executive positions listed in the MNU system
	Bank statements for each month to include cancelled cheques.	<ul style="list-style-type: none"> (a) Deposits agree with the amounts deposited by MNU monthly rebate amounts. (b) Two (2) signatures are on each cheque. (c) Payees are not signing off on their own expenses or cheques. (d) Reconcile the cheques to the invoices, ensuring none are payable to cash: <ul style="list-style-type: none"> - If payable to cash, ensure that supporting receipts agree to the cheque (and \$\$ returned to worksite / local / region) (f) No direct payments to members for salary or honorariums. All salaries must come through MNU office to comply with CRA. (g) Ensure no gifting back of dues to members as per CRA rules (no gift-cards, cash or near-cash) (h) Year-end bank balance coincides with the ledger.
	Copies of invoices paid.	The amount paid matches the bank statement transactions.
	Detailed receipts for expenses incurred.	<ul style="list-style-type: none"> (a) Receipts show paid in full (no outstanding balance). (b) Expenses over \$500 are approved at a meeting.

		<ul style="list-style-type: none"> (c) Any expenditure that varies from the approved budget is accompanied by an approved motion from an Executive meeting. (d) All cheques have two signatures (not those of the claimant) to ensure the validity of the expenditure.
	A financial ledger (income & expenses).	<ul style="list-style-type: none"> (a) All transactions (income & revenue) are accounted for and documented on a spreadsheet or ledger. (b) Opening and closing balances match.

If MNU Reviewing (smaller sites):

All copies of the above documents (no originals) must be sent to
 Kaley Wusaty-Phillips, Manager of Administrative Services
kwusatyphillips@manitobanurses.ca / fax: (204)942-0958

If obtaining an External Review (larger sites):

A letter from the reviewer indicating completion and findings must be sent to
kwusatyphillips@manitobanurses.ca / fax: (204)942-0958

Deadline for submission is June 30th

NOTE: as per the MNU Financial Policies (G-8, section E), failure to submit a report to MNU Provincial Office by June 30th of each year, will result in the monthly dues rebate to be held in trust, effective July 1st, until the required information has been received.