



ANNUAL FINANCIAL REVIEW CHECKLIST

For Regional Locals / Worksites / Locals

DEADLINE: JUNE 30TH

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

SUBMISSION INSTRUCTIONS

- If MNU is reviewing (smaller sites), send copies of the above documents to:
kwusatyphillips@manitobanurses.ca
or fax to **(204) 942-0958**
- Completed external review letters or auditor reports (larger sites) to:
kwusatyphillips@manitobanurses.ca