

# MNU HOW TO: TREASURERS GUIDE

AT CENTRAL OFFICE, WE UNDERSTAND THAT STEPPING INTO A NEW ROLE CAN BE DAUNTING, WHICH IS WHY WE HAVE CREATED THIS RESOURCE FOR YOUR NEW POSITION.

Our goal is to make everything as easy as possible while still providing you with all the essential information you need to feel confident. But always know, we're here to help if you need us.



**AS TREASURER, YOUR MAIN TASK IS TO KEEP AN EYE ON THE FINANCES OF YOUR REGIONAL LOCAL/WORKSITE/LOCAL.**

A portion of member dues are rebated back to the sites to be used for various expenditures throughout the year. Your role is to keep track of the funds coming in (revenue) and the funds going out (expenses).

**IN GENERAL, A TREASURER IS RESPONSIBLE FOR 3 MAIN DUTIES:**



- 1. Budgeting**
- 2. Financial reports**
- 3. Banking and bookkeeping**

**THE MNU HANDBOOK IS A GREAT RESOURCE:**

- Section G: Regional Local/Worksite Unit/Local: Bookkeeping and Records
- Section M: Financial Policies” Meals, Travel, Accommodation allowances

Download your copy from the MNU Member Portal under 'Quick Links'

# BUDGETING

Unions are categorized as non-profit organizations (NPOs) according to CRA. When budgeting for your site it is important to know that your account cannot hold an excess amount of profit at any time. However, your account can have multiple specified accounts/funds for use at a later date. Examples of such could include; an education fund, AGM fund, strike fund, and a negotiations fund.

**WHAT IS A BUDGET?**  
A BUDGET IS AN ESTIMATE OF REVENUE AND EXPENSES FOR A SET PERIOD OF TIME

## REVENUE

Revenue is generated from Union Dues. All member dues deducted by the employer are remitted to MNU Provincial Office and a portion goes to the Regional Local/Worksite/Local which is sometimes referred to as a rebate. NOTE: Provincial Office advances the site 1/12 of the previous year's dues per month to maintain steady cash flow. For example, if last year's union dues were \$12,000, then every month \$1,000 gets deposited automatically into your account from MNU. Throughout the year, MNU will review the balance, reconcile and process any adjustments accordingly.

### Sample Revenue Worksheet

	Previous Year Budget	Previous Year Actual	Upcoming Year Budget	Assumptions/Notes
<b>Annual Income</b>				
Account balance from previous year			\$	Balance as of December 31st
Monthly dues rebates			\$	
Investment interest			\$	
<b>Total Annual Income</b>	\$	\$	\$	

## WHAT CAN I USE REVENUE FOR?

Revenue earned throughout the year, is used to pay for expenses. Here are some examples of typical expenses:

- Office supplies
- Meeting expenses
- Bank charges
- MNU Provincial AGM
- Local/Worksite/Regional AGM
- Honorariums (must be processed via MNU Provincial)
- Member education/Scholarships
- Conference travel
- Annual financial review costs
- Non-monetary gifts (see guidelines)

Once you have accounted for your expected expenses, subtract your total estimated expenses from your total estimated revenue.

**IF YOUR REVENUE IS MORE THAN EXPENSES, YOUR BUDGET IS LOOKING GOOD.**



## HOW TO PAY EXPENSES:

### Cheques

Require 2 signatures from your signing authorities, neither of which can be the payee. Keep all invoices & receipts.

### Credit Card

Use PrePaid and keep all invoices & receipts.

### eTransfer

Ensure to keep all invoices, receipts and explanation on general ledger.



## PLEASE NOTE:

Bank accounts must have 3 signing authorities.

Expenditures over \$500 require general membership approval.

Any decisions made regarding expenses should first be put to motion, voted on, and be recorded in the meeting minutes.

# FINANCIAL REPORTS

## TREASURER'S REPORT

A treasurer's report should be ready for each Regional Local/Worksite/Local meeting and include to-date revenue, expenses, and year-to-date balance.



**REMEMBER:  
RECORDS  
MUST BE  
MAINTAINED  
FOR 7 YEARS.**

## ANNUAL FINANCIAL REVIEWS

As per MNU Policies, each Regional Local/Worksite/Local must have their books reviewed each year and submitted to MNU Provincial Office by June 30th.

For larger sites, a more thorough audit of their books is required, most often completed by a CPA/CA. For smaller sites, a review can be done by an external bookkeeper or MNU Provincial Office for those eligible.

## BANKING & BOOKKEEPING

Each Regional Local/Worksite/Local will manage their own bank accounts.



Please contact MNU Provincial Office if you need guidance on setting up a new account. Account signing authorities must be kept up-to-date with the current executives. To update signatories, the Treasurer must reach out to their bank branch to schedule an appointment for the new signatories to meet in-person. They will require a change letter (provided by MNU Central Office), 2 pieces of ID, meeting minutes indicating the executive changes and any other documents the bank may require.

When possible, the Treasurer should obtain online banking access to easily view and print monthly bank statements for reconciling. For bookkeeping best practices and guidelines, please review Section G-6 of the MNU Handbook.

## IMPORTANT REMINDERS:

- All taxable income (salary and honorariums), must be submitted via the Member Portal to MNU Provincial Office for reimbursement, regardless of the funding source
- NPOs cannot gift back dues to their members, according to CRA. Any gifts should be in conjunction with a union event or promote union activities
- All cheques written require 2 signatures. They must not be signed off by the same person in which it is made out to, therefore having a minimum of 3 signatories is essential