

TREASURER'S AFFIDAVIT WORKSHEET

For Year Ending December 31, 2016

INSTRUCTIONS: Use this worksheet to help you with the Treasurer's Affidavit. If your local has an expense that is not listed, use the 'Other' line and note the name of the expense. Your local may not have expenses for each line of the worksheet. When you have completed the worksheet, transfer the subtotals to the corresponding line on the 2016 Treasurer's Affidavit Form. In the future, you may wish to assign codes matching this sheet to your expenditures to assist you in filling out this form. If you have questions or need assistance, please contact Lisa Sable at 651-287-0525 or Lisa.Sable@afscmemn.org at the Council 5 office.

Keep a copy of this worksheet with your other financial records.

CHARGEABLE EXPENDITURES

C-1 Expenditures for Union Administration

Officers allowances	
Training expenditures including lost-time, per diems, travel, and lodging	
Equipment and furniture	
Rent on a local's office	
Telephone, supplies, postage, etc...	
Printing	
Surety bond	
Bank charges	
Newsletter	
Internal organizing	
Other chargeable expenditures (please list)	

TOTAL FOR UNION ADMINISTRATION EXPENDITURES (C-1):

C-2 Expenditures for Union Governance

Delegate's expenses for AFSCME Council 5 Convention including lost-time, per diem, travel and lodging	
Delegate's expenses for AFSCME International Convention including lost-time, per diem, travel and lodging	
Audit expenses	
Election expenses	
Meeting expenses	
Other chargeable expenditures relating to Union Governance	

TOTAL FOR UNION GOVERNANCE EXPENDITURES (C-2):

C-3 Expenditures for Negotiations & Contract Administration

Allowances for stewards	
Expenditures for training stewards including lost-time, travel and lodging.	
Expenditures for negotiating team including lost-time, per diems, meals, travel, and lodging	
Arbitration and grievance expenditures	
Payment to the local's strike fund	
Other expenditures for negotiations and contract administration including contract campaigns	

TOTAL FOR NEGOTIATIONS & CONTRACT ADMINISTRATION EXPENDITURES (C-3):

CHARGEABLE EXPENDITURES CONTINUED ON REVERSE SIDE...

C-4 Other Chargeable Expenditures

Include lost-time, per diems, and any other expenses associated with the following:

Day on the Hill expenses (including lost-time and/or per diems, parking, mileage & lodging)	_____
AFSCME Strong training expenses (including lost-time and/or per diems, parking, mileage & lodging)	_____
Internal and external organizing including training and volunteer organizers	_____
Other training and education of bargaining unit members	_____
Chargeable lobbying expenses	_____
Other chargeable legislative expenditures	_____

TOTAL FOR OTHER CHARGEABLE EXPENDITURES (C-4): _____

TOTAL CHARGEABLE EXPENDITURES
(C-1 + C-2 + C-3 + C-4) _____

NON-CHARGEABLE EXPENDITURES

NC-1 Political & Ideological

Contributions to candidates for public office	_____
Money transferred to a designated PEOPLE account	_____
Delegate expenses for a political party convention	_____
Mailing to members supporting a political candidate	_____
Contributions to candidates for MN Pension Board or other boards	_____
Portion of newsletters used to support a political candidate	_____
Delegate expenses for the AFL-CIO convention including lodging, travel, registration, lost-time and per diems	_____
Contributions to another union's strike fund	_____
Charitable contributions	_____
Other expenditures not directly related to collective bargaining such as parties, dues rebates, gifts	_____

TOTAL FOR POLITICAL & IDEOLOGICAL EXPENDITURES (NC-1): _____

NC-2 Member Only Benefits

Cost of parties or activities that exclude fair share fee payers such as food at picnics or other member only activities	_____
Good and welfare gifts to bargaining unit members such as cards, flowers	_____
Scholarship funds	_____
Other member only expenditures	_____

TOTAL FOR MEMBER ONLY EXPENDITURES (NC-2): _____

TOTAL NON-CHARGEABLE EXPENDITURES
(NC-1 + NC-2) _____

TRANSFER THESE NUMBERS TO THE TREASURER'S AFFIDAVIT