



INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS

LOCAL UNION TREASURER

BASICS

STRIVE FOR EXCELLENCE – 2026

WELCOME

TODAY'S TEAM

Bill Dodd

- Past Secretary-Treasurer
- Coeur d'Alene, ID L0710
- Consultant with GST

Tory Fatjo

- 12th District DFSR
- Broward County, FL Local 4321



TODAY'S TEAM

Matthew Tomek

- Secretary-Treasurer
- Memphis Fire Fighters Local 1784

Matthew Petro

- Secretary-Treasurer
- Boone County, IN Fire Fighters Local 5195



TODAY'S TEAM

Frank Ramagnano

- IAFF AGST of GST Operations
- Toronto, ON Local 3888

Doug Stern

- IAFF Director of GST Operations
- Cincinnati, Ohio Local 48

Ryan Weber

- IAFF Comptroller



GST OFFICE STAFF

GST FRANK LIMA

COO JIM BRINKLEY

EX ASST TERESA ALVA

GST SUITE

**EMILY PRESTON
KRISTYN BRINKLEY
KAYLA VALENCIS**

OPERATIONS

**AGST FRANK RAMAGNANO
DIRECTOR DOUG STERN**

**RONNIE MUFFLEY
RICK IACINO**

FINANCE/ACCOUNTING

**AGST RYAN WEBER
DIRECTOR KATY FISHER
DEP DIR KATHY TOMLINSON**

**BONITA BROWN
PEGGY CHASE
GENE WU
CLEMENTINE MUGOP
CINDY RYAN**

GENERAL ADMINISTRATION

**AGST MAUREEN GREEN
DEP DIR DEMETRIUS WILLIAMS**

**NICOLE RICE
ANGELA TRESSLER
ALLIE IACINO
NIGZA IRIZARRY
JERI SMITH
GABRIEL COOMBES
YOHN LYLES**

HUMAN RESOURCES

**DIRECTOR MATTHEW SZLAPAK
STACY CARTER
RACHEL CLARK**



LEARNING OBJECTIVES

- Gain a better understanding of the primary duties and responsibilities of local union secretary, treasurer, and secretary-treasurer roles.
- Learn about fiduciary responsibilities of local union officers.
- Understand basic tax filing rules and requirements.
- Better budget for local planning purposes.
- Understand the services available from the Office of the GST.



SECRETARY-TREASURER RESOURCES



← LEADER RESOURCES

SECRETARY-TREASURER RESOURCES

CONTACT US

↑ IN THIS SECTION

TAX AND FINANCIAL RESPONSIBILITIES
– U.S. →

TAX AND FINANCIAL RESPONSIBILITIES
– CANADA →

AFFILIATE BONDING INSURANCE →

FUND BALANCE TRANSFER REPORT →

RULES FOR PARLIAMENTARY
PROCEDURE →

DOCUMENTS →

EXECUTIVE BOARD MINUTES →

ARCHIVED CONVENTION
INFORMATION →

www.iaff.org/secretary-treasurer-resources/



ADDITIONAL RESOURCES

SECRETARY-TREASURER RESOURCES

DOCUMENTS

Local Union Administration

This manual addresses organizing union meetings, choosing leadership styles, recruiting union volunteers and other tips for accomplishing your union goals.

[VIEW →](#)

Local Union Financial Responsibilities

This document lists the duties of the local union secretary-treasurer, secretary and treasurer and covers the financial responsibilities of the local. The document also provides guidance on managing day-to-day operations.

[VIEW →](#)

Manual of Common Procedures

This manual provides a detailed description of the responsibilities of the principal officers. The manual is provided so that important functions such as initiating candidates for union membership, installing officers, conducting meetings and the administration of local affiliates will be uniform throughout the IAFF.

[VIEW →](#)

Local Union Financial Audit Report and Review

This yearly report should be prepared and certified by the local union trustees. The report is due within 180 days after the close of the local's fiscal year.

[VIEW →](#)

Guidance Document FOR LOCAL UNION FINANCIAL AUDIT REPORT

To help locals with the Local Union Financial Audit Report, the Office of the GST has created a Guidance Document to provide information that may not fit on the form.

[VIEW →](#)

Additional Sheet FOR LOCAL UNION FINANCIAL AUDIT REPORT

To help locals with the Local Union Financial Audit Report, the Office of the GST has created an Additional Sheet to provide information that may not fit on the form.

[VIEW →](#)

IAFF Local Charitable Activities Manual for Affiliates

This manual is intended to assist IAFF affiliates in complying with US law in their charitable activities. Because Canadian law differs significantly from US law, Canadian affiliates with specific questions about their charitable activities should consult with the IAFF's Canadian Office: (613) 567-8988.

[VIEW →](#)

Supply Order Form, Canada

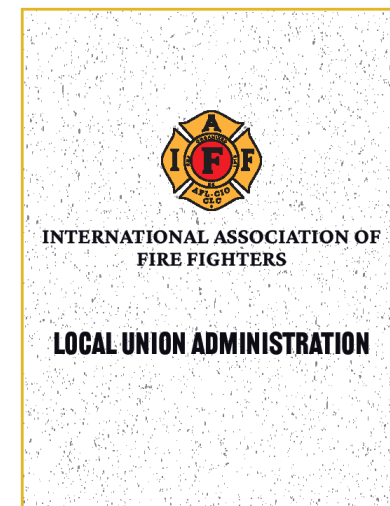
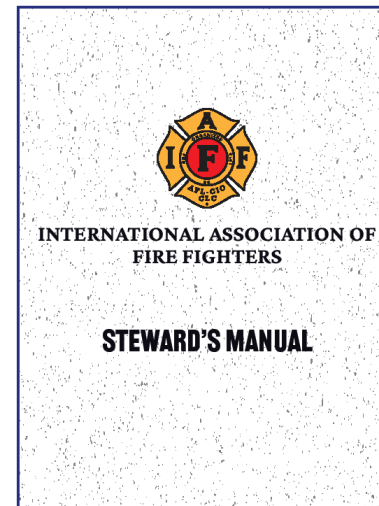
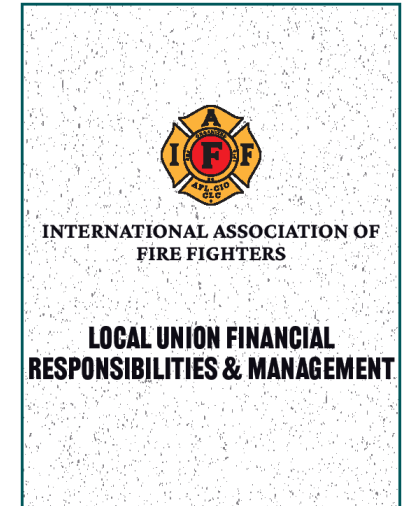
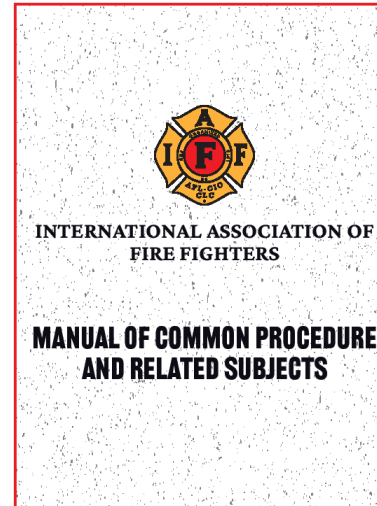
Lists supplies and order instructions.

[VIEW →](#)

Supply Order Form, U.S.

Lists supplies and order instructions.

[VIEW →](#)



MEMBERSHIP DASHBOARD



Cincinnati

LOCAL ADDRESS
1011 W 8th St
Cincinnati, OH 45203-1205
(513) 241-3541

ACTIVE

908

RETIRED ACTIVE

13

TOTAL MEMBERS

921

NEW MEMBER JOIN

Use this QR Code on your Local's printed materials (posters, flyers, handouts).

New members can also join directly at: <https://iaff.org/NewMemberJoin?LocalID=1102823>

Notifications of completed forms are sent to Local Presidents and Secretaries (or Secretary/Treasurers) on a daily basis. Officers can also review and approve prospective members using the [New Members Approvals](#) form.



LOCAL DEMOGRAPHICS

REGION	REGION 2	FEDERAL EIN	23-7035246
STATE ASSOCIATION MEMBER	Yes	ORIGINAL ID	L0048
JOINT COUNCIL MEMBER	No	ORIGINAL CHARTER DATE	1/5/1917
AMALGAMATED LOCAL	No	CURRENT CHARTER DATE	7/20/1936
EMS ONLY LOCAL	No	BOND AMOUNT	\$120,000.00
EMS ONLY LOCAL TYPE		FISCAL YEAR END	December 31
PART TIMERS INCLUDED	No	LAST AUDIT	12/31/2024
CRA EFFECTIVE DATE	12/10/2023	CBL RECEIVED DATE	11/21/2024
CRA EXPIRATION DATE	12/5/2026	CBL RESPONSE DATE	12/3/2024
		CBL LAST REVIEW DATE	11/1/2023

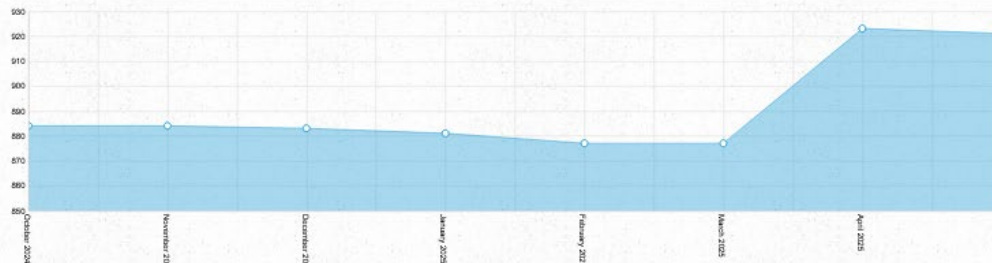
QUICKLINKS

- [Manage Local Roster](#)
- [Add New Members](#)
- [New Member Approvals](#)
- [Per Capita Balance and Statement Archive](#)
- [Per Capita AutoPay](#)
- [Officer Changes](#)
- [Request a Member Card](#)
- [FIREPAC Giving History](#)
- [Departments of Amalgamated Local](#)

LOCAL OFFICERS

Position	Full Name
President	Joseph M. Elliott
Secretary/Treasurer	Timothy J. Kloepfer
Vice President	Melissa Arnold
Vice President	Trent Carter
Officer	Andrew Wickerham

MEMBERSHIP COUNTS



ROSTER UPDATES

New Member Approvals	Membership Changes	Inactive Members	Data Integrity	
Name	Home Address	Email		
There are no records.				

- **Update Members and Officers**
- Makes sure your members are IAFF members
 - Eligible for IAFF programs and benefits
- Generates Per Capita Invoice
- Can only be done by President, Secretary, Secretary-Treasurer
- Use the *My Members* tab



ROSTER UPDATES

LOCAL ROSTER MANAGEMENT TUTORIAL

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS

Local Roster Management Tutorial

SELECT LANGUAGE | SIGN OUT | FRANK | CART

HOME | AFFILIATE DIRECTORY | MY MEMBERS | EVENTS | DONATE | DUES/SUBSCRIPTIONS | MY PROFILE

MY MEMBERS

The first 50 members are shown at the bottom of this page. Use the arrow or page number buttons to scroll through the roster. You can select an individual to update or export an entire roster from this page.

Helpful tips:

- Enter all or part of the individual's name and click the Find button to search for a specific individual.
- Click on a column header to sort the list by that column.
- Click on an individual's status to change the status.
- Click on an individual's member ID to edit their information.
- To download a roster, click on the Export button and select the format you wish to export to.

Cincinnati

MANAGE MEMBER ROSTER (DOWNLOAD/EDIT)

STATUS EQUALS: Active

LAST NAME STARTS WITH: []

FIRST NAME STARTS WITH: []

FIND

EXPORT

Watch on YouTube



Secretary

VS

Treasurer

SECRETARY DUTIES



Custody of all documents



Minutes



Seal of the local

Secretary



Correspondence



Maintain Official List of Members



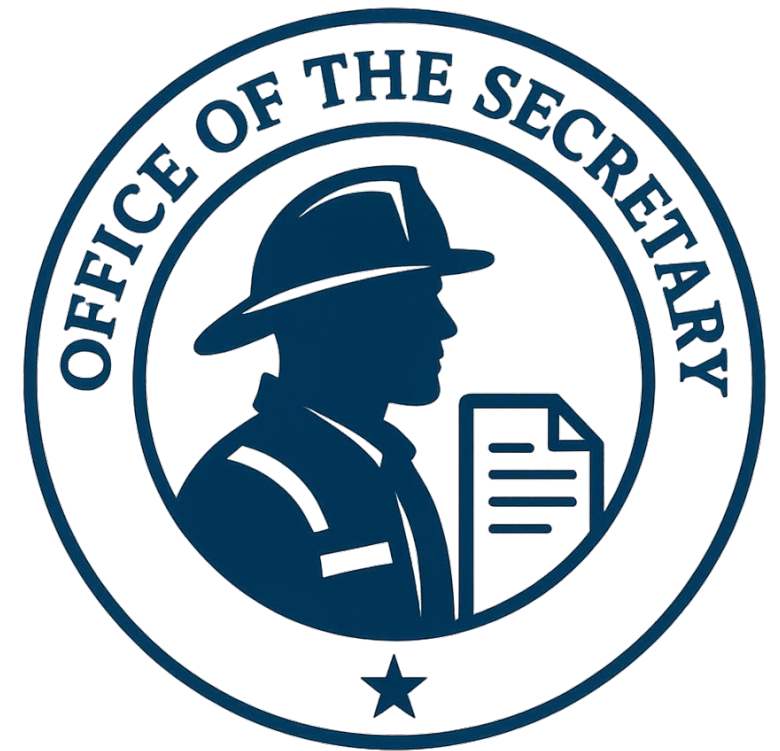
Maintain records



PRIMARY SECRETARY RESPONSIBILITIES

The primary responsibility for **record keeping, roster management, and communications** within the local rests with the local union secretary.

The secretary performs their duties by **recording the minutes, conducting correspondence, and by providing necessary information to fellow officers.**



TREASURER DUTIES



Investments

Treasurer



Audits



Reports to Membership,
Board, and IAFF



PRIMARY TREASURER RESPONSIBILITIES

The primary responsibility for the **financial health of the local** rests with the local union treasurer.

The treasurer collects all money due to the local, including member dues, pays all bills, including per capita, pays taxes, cares for the fiscal well-being of the local, and is responsible for filing all records and filing with appropriate government agencies.



SECRETARY VS TREASURER

- Some overlap of duties.
- Many locals have a combination role of Secretary-Treasurer.
- Your local Constitution should outline the duties of each position.



Treasurer

BASIC FINANCIAL TERMS

Accounts receivable (AR): The amount of money owed to your local. For most IAFF affiliates this will be member dues.

Accounts payable (AP) : The amount of money owed by your local to creditors (suppliers, etc.) in return for goods and/or services they have delivered. Rent, office supplies, IAFF per capita, State/Provincial Association Per Capita.

Balance sheet (BS): A financial report that summarizes the local's assets (what it owns), liabilities (what it owes) and equity, at a given time.

Fiduciary Responsibility: A duty to act in a way that will benefit the local, not the individual.

Minutes: The written record of the business conducted and motions passed at a meeting. Not to be confused with a transcript.

Net income (NI): The Local's total earnings, also called net profit. Net income is calculated by subtracting total expenses from total revenues.

Per Capita: Amount invested in the IAFF on a per member, per month basis. (Dues)



PER CAPITA CHART

PCT Allocations

PCT Group	PCT SubGroup	Index()	PCT FY		
			Per Capita 2024	Per Capita 2025	Per Capita 2026
Cancer Research	Cancer Research	1	0,15	0,30	0,30
Convention (Minimals)	Convention (Minimals)	2	0,01	0,01	0,01
Disaster Relief Operations	DRO	3	0,07	0,07	0,07
FF Fidelity Fund	FF Fidelity Fund	4		0,20	0,20
Foundation	Foundation	5	0,40	0,40	0,40
Reserve Fund	Reserve Fund	6	0,21	0,21	0,21
General Fund	General Fund - Programs	7	0,47	0,56	0,56
	General Fund - Admin	8	13,06	14,34	14,80
Emergency Disputes Fund	EDF	9	0,53	0,68	0,70
Political Education (PAC)	Political Education (PAC)	10	2,62	2,28	2,34
Grand Total			17,52	19,05	19,59

COLA is applied to EDF, General Fund and PAC per CBL Article VIII, Section 5.
 Cancer rate is \$0.295; Convention (Minimals) is \$0.0125; Foundation is \$0.4025.

PCT Estimated Amounts

PCT Group	PCT SubGroup	Index()	Fiscal Year		
			2024	2025	2026
Cancer Research	Cancer Research	1	543,750	1,106,250	1,180,000
Convention (Minimals)	Convention (Minimals)	2	46,875	46,875	50,000
Disaster Relief Operations	DRO	3	262,500	262,500	280,000
FF Fidelity Fund	FF Fidelity Fund	4		750,000	800,000
Foundation	Foundation	5	1,509,375	1,509,375	1,610,000
Reserve Fund	Reserve Fund	6	787,500	787,500	840,000
General Fund	General Fund - Programs	7	1,762,500	2,100,000	2,240,000
	General Fund - Admin	8	\$0,656,920	56,861,100	58,388,042
Emergency Disputes Fund	EDF	9	1,987,500	2,550,000	2,732,800
Political Education (PAC)	Political Education (PAC)	10	9,825,000	8,550,000	9,124,800
Grand Total			67,381,920	74,523,600	77,245,642

Estimated Amounts are based upon (a) the Budgeted number of members, and (b) the same PCT rate being in effect for the entire fiscal year. Starting with FY2022, the PCT Policy allocates a fixed amount to each programs/funds, \$37,5k/penny FY23-FY25.



FIDUCIARY DUTY

The fiduciary duty is the obligation owed by board members to the organization.

Though standards vary somewhat from state to state, there are usually three elements to the fiduciary duty, and one overriding test.



Link to IAFF
Intro to Fiduciary
Responsibilities Class



FIDUCIARY DUTY

Duty of Loyalty - A Board member is required to act solely in the best interests of the organization and its members.

Duty to Monitor - A Board member is required to monitor the conduct of the organization as well as the conduct of other officers.

Duty to Investigate - If there is a fiduciary breach or something seems amiss, an officer or Executive Board member with knowledge must investigate.

The Reasonable Expert Standard - How would an expert act in a similar situation?

This is a high standard. Greater than the Reasonable Person Standard.



POLICIES

- Best Practice
- Adopted by Local Board
- Approved by Membership
- Sets Expectations and Rules
- IN WRITING
- GST Office can assist and advise

POLICY NUMBER:

POLICY TITLE:

EFFECTIVE DATE:

PURPOSE: To set rules and guidance for travel expense reimbursement.

1. Scope

- All travel must be pre-approved by the president or treasurer.
- This policy covers travel for union-related activities only.

2. Eligible Personal Travel Expenses

- Lodging (hotel room, tax, and fees only),
- Airfare/train fare (coach or economy only),
- Personal car mileage reimbursed at the IRS/CRA rate
- Rental car, fuel for rental car, parking fees.

3. Per Diem

- When a local member is on union travel with an overnight stay, they shall be eligible for a per diem of \$80 per day, including the first and last days of travel.
- This per diem reimbursement covers all meals, out-of-pocket tips, and incidental expenses not listed above.

4. Reporting Requirements

- Receipts or digital copies for all transactions are absolutely required unless, on rare occasions, a receipt cannot be obtained, in which case, a well-documented note explaining the reason will be provided.
- Receipts must be turned in via an expense voucher or electronic voucher system within 30 days of the transaction with
- The treasurer will reimburse for all eligible expenses within 15 days of submission
- The treasurer will preserve all receipts as required by the IRS/CRA and the Department of Labor
- Receipts will be made available to the Board of Trustees or Audit Committee to perform an annual review in compliance with the IAFF Constitution & By-Laws to complete the Local Union Financial Report.
- Deviations from this policy shall be explained in writing and approved by the Executive Board.



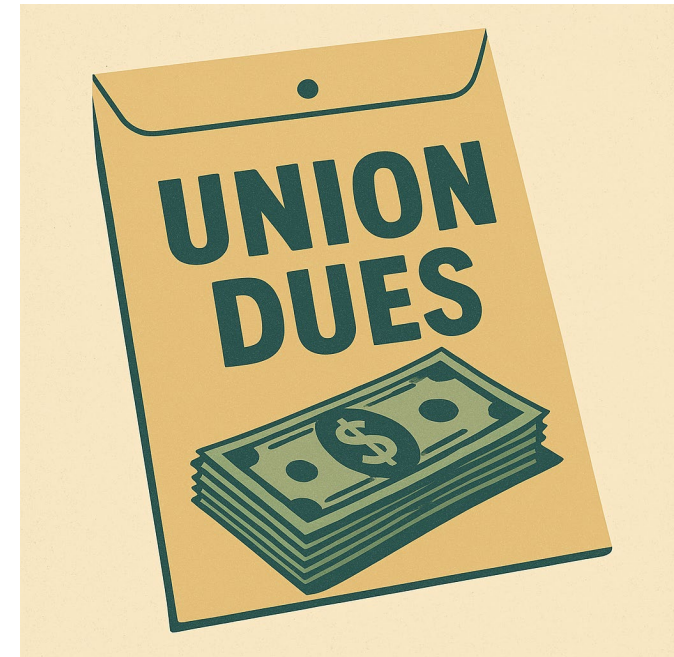
DUES

Percentage v. fixed dues amounts.

With fixed dues, the need for constant adjustments in dues amounts.

Dues Pass Through

Some organizations require the annual membership approval of dues amounts.



DUES REFUNDS – A NEW STRATEGY



METHOD OF COLLECTING DUES

Payroll Deduction.

Non- Payroll Deduction Options.

Dues from retirees, disabled members,
and associate members.



ASSESSMENTS

“Special assessments may be levied by the Board of Directors upon members of the Association only when such a levy is necessary to carry out the work of the Association. If a majority of the Board deems such a levy advisable, it will adopt a resolution stating this fact, defining the purpose for and amount of such special assessment. Before this levy is collected, the resolution approving such a levy must be approved by a majority vote of the Active membership in attendance at a General membership meeting.”

- The purposes for assessments.
- How to make assessments.



INITIATION FEES

The pros and cons of initiation fees.

**What is a fair
initiation fee?**



LOANS TO MEMBERS

- Most constitutions and bylaws prohibit an association from loaning money to members.
- The basic principle is that a union should not become financially entangled with its members.
- Extending the basic principle to prohibit the hiring of or contracting with members or the spouses/relatives/significant others of members.



BANKING

- How to select a bank.
- Selecting a bank (and other service providers) for political purposes.
- Signature requirements on checks/withdrawals.
- Is there a reason to require two signatures on all checks and withdrawals? (IAFF Local Union Financial Report)
- Will banks really pay attention to the two-signature requirement?
- Will all banks even allow such a requirement?
- Why should an organization establish more than one bank account?



FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC)

FDIC insurance covers all deposit accounts, including:

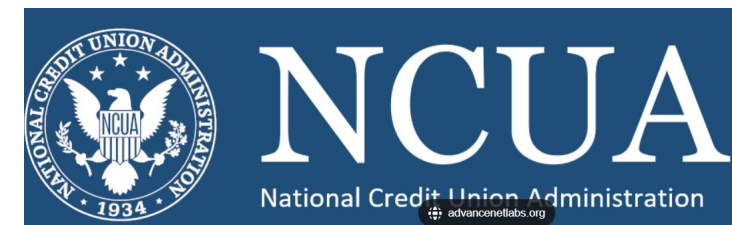
- Checking accounts
- Savings accounts
- Money market deposit accounts
- Certificates of deposit
- FDIC insurance does not cover other financial products and services that banks may offer, such as stocks, bonds, mutual funds, life insurance policies, annuities or securities. or the contents of safe deposit boxes
- The standard insurance amount is \$250,000 per depositor, per insured bank, for each account ownership category.



FEDERAL BANKING INSURANCE (FDIC/NCUA)

Covers all deposit accounts, including:

- Checking accounts
- Savings accounts
- Money market deposit accounts
- Certificates of deposit
- The standard insurance amount is \$250,000 per depositor, per insured institution, for each account ownership category.

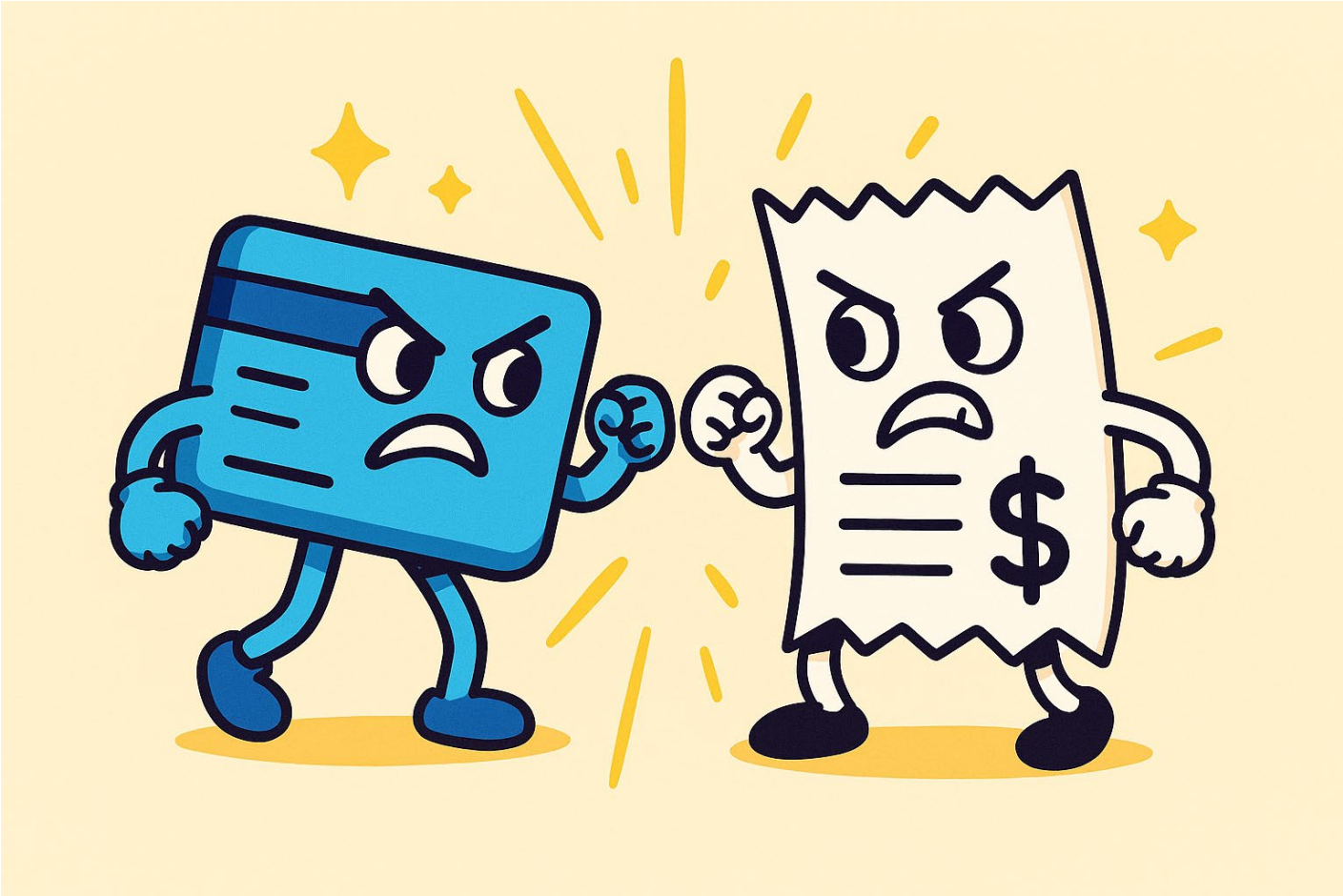


PETTY CASH

- What are the legitimate purposes for a petty cash account?
- How much should you have on hand?
- Safeguards on petty cash accounts.
- All deposits into and withdrawals from the petty cash box should be contemporaneously described on a **ledger**.



REIMBURSEMENT OR UNION CREDIT CARD



EXPENSE REIMBURSEMENT

- How do you track expenses?
 - Voucher
 - Receipts
- How often do you reimburse?
- Where is the list of what is reimbursable?
- Who authorizes expenses?
- Do you use travel per diem or reimbursements



CREDIT CARDS

- Expenditure maximums.
- The need for monthly auditing of credit cards.
- The most commonly-occurring credit card problem – a union officer, often the treasurer, who uses the card for personal purposes and then promptly repays the organization.



Which members of the board should have union credit cards?



TAXES AND THE IAFF EXEMPTION

**Importance of
Keeping a 501 c 5**

**ARE UNION DUES
TAX DEDUCTIBLE?**



REVOKED TAX STATUS?

- You NEED to get it reinstated!
- The IRS can come after you for corporate taxes if not.
- File for reinstatement on Form 1024, the filing fee is \$600
- Depending on how long you have been revoked you may need to file a 990-EZ or 990 for all open years. There are different rules to follow based on when you were revoked and what your revenue is. See IRS Revenue Procedure 2014-11
- **OFFICE OF THE GST CAN HELP --- REACH OUT**



NON-PROFITS

501(c)(5) vs 501(c)(3)

WHICH ONE IS YOUR LOCAL?



CHARITIES FUND

“A Charities Fund shall be established for the purpose of holding and disbursing all funds raised under a charities permit. All fund raising and disbursements made to and from this account will be in accordance with applicable local and state laws.”

Setting up a **separate** 501(c)(3) entity for charitable purposes.



FINANCIAL REPORTING

Financial Reporting to the Executive Board and General Membership Mutual Funds

- The best form for financial reports.
- Open access by the membership to financial information.
- What to watch for in expenditure patterns in a labor organization.

How often should financial reporting be made?



FINANCIAL YEAR

What is your Fiscal Year?

- Calendar Year
- IAFF is October 1 – September 30
- Any combination of a 12-month period is possible
- Factors to consider
 - Ease of reporting
 - IAFF & State/Provincial Increases



FEDERAL FILING REQUIREMENTS (US)

All locals are required to complete a Form 990 annually and file with the IRS

- The appropriate version of the form is as follows:

Size of Local	Form required
Gross Receipts \leq \$50,000	990-N
Gross Receipts $<$ \$200,000 and Total Assets $<$ \$500,000	990-EZ or 990
Gross Receipts \geq \$200,000 or Total Assets \geq \$500,000	990

- **Filing deadline is the 15th day of the 5th month following the end of the fiscal year.**



FEDERAL FILING REQUIREMENTS (CANADA)

Canadian Labour organizations are exempt from taxation. If they employ staff or pay the elected officials then they must file the T4

Most amounts paid to an individual by an employer are referred to as remuneration. You have to fill out a T4 slip to report the following:

salary or wages (including pay in lieu of termination notice), tips or gratuities, bonuses, vacation pay, income in certain situations, such as barbers and hairdressers, taxi drivers and drivers of other passenger-carrying vehicles, fishing income, Indians, and placement or employment agency workers, gross and insurable earnings of self-employed fishers, employment commissions, taxable benefits or allowances, retiring allowances, payments from a wage loss replacement plan either paid directly by you or paid by a third party on your behalf included in box 14 – Employment income (go to Step 6a for more information), any other remuneration included in box 14 – Employment income (go to Step 6a for more information)

You must also file a T4 slip if any of the following apply:

pension adjustment (PA) amounts for employees who accrued a benefit for the year under your registered pension plan (RPP) or deferred profit sharing plan (DPSP)

you were required to deduct Canada pension plan (CPP), Quebec pension plan (QPP) contributions, Employment insurance (EI) premiums, Provincial parental insurance plan (PPIP) premiums, or income tax from the remuneration

the remuneration is more than \$500

if you provide current employees with taxable group term life insurance benefits, you must report the amounts on a T4 slip, even if the total of all remuneration paid in the calendar year is less than \$500

You have to report income on a T4 slip for the year during which it was paid, regardless of when the services are performed, or if the employee is deceased. For example, you pay your employee in January 2023 for income they earned in December 2023. You will have to report that income on their T4 slip for 2023 since that is the year it was paid.



FEDERAL FILING REQUIREMENTS (CANADA)

Canadian Non-Profits

Generally, all nonprofits that are corporations have to file a corporate income tax return with Canada Revenue Agency, regardless of whether they have to pay tax or not.

In addition, certain nonprofits may also have to file a Non-Profit Organization (NPO) Information Return (which is also referred to as a Form T1044).

If you do not file your return **within six months after the end of your fiscal year**, your registration could be revoked.



ACCOUNTING SOFTWARE



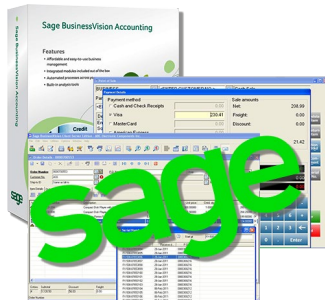
Quickbooks



Simply Accounting



Microsoft Excel / spreadsheet



Sage Business Vision



Microsoft Office Small Business Accounting



Peachtree



EXPENDITURE LIMITATIONS?

➔ All expenditures in excess of \$500.00 shall be subject to the approval of the Association membership by a vote. A majority of all votes cast shall authorize the expenditure.

➔ Expenditures in excess of \$500.00 and less than \$1,000.00 shall be subject to approval by a majority of the Board of Directors.

➔ Expenditures of \$500.00 or less by the Officers of the Association may be made when necessary to carry out the business of the Association.



RISK/INSURANCE ASSESSMENT

Is the organization covered for these risks?

- A slip and fall on union property.
- A union officer getting into an accident while driving to a union meeting.
- An attendee at a union function consuming too much alcohol, and then getting into a car accident.
- The full-time union president having an on-the-job heart attack.



FINANCIAL SECURITY OF THE ORGANIZATION

- Bonding of officers.
 - \$5,000 IAFF Labor Organization Bond
 - 10% of FUNDS HANDLED - LMRDA



FINANCIAL SECURITY OF THE ORGANIZATION

- The various types of insurance.
- Errors and omissions insurance.
- The need to do periodic risk-assessment and reviews of insurance.



BUDGETS

- When to develop a budget.
- Work backwards from the start of the fiscal year, ensuring at least one meeting for the presentation and consideration of the budget by the board, and another meeting for the board's adoption of the budget.
- How to construct a budget.
- Using previous years' budgets as a template, and making adjustments for anticipated changes in expenses and revenues.



Budgets

BUDGET WORKSHOP

Are we doing things the best way?



BUDGET WORKSHOP

What is a budget?

*A plan for coordination of resources and expenditures
- Merriam Webster*



BUDGET WORKSHOP

Why do we need a budget?



BUDGET WORKSHOP

When do we make the budget?

What is our timeline?



BUDGET WORKSHOP

Let's get started!



BUDGET WORKSHOP

Income

- Dues
- Previous Year's Raffle
- Other Income



BUDGET WORKSHOP

Expenses

- CBL Commitments
- Affiliation Dues
- Monthly Commitments (Rent, Utilities, Stipends, Etc...)



BUDGET WORKSHOP

Priorities for the remaining

- Education
- Legislative
- Legal
- Representation



BUDGET WORKSHOP

Top Step Salary	\$ 86,993.00			
IAFF Per Capita	\$ 19.05			32
State Assn Per Cap	\$ 12.95			5
Local Dues	\$72.56 per month (\$36.28 retirees)			
LOCAL 476 BUDGET for FY 2023				
LOCAL ASSETS				
Checking Account	\$ 8,883.64			
LODD Fund	\$ 1,000.00			
CD	\$ 24,919.81			



BUDGET WORKSHOP

LOCAL 476 BUDGET for FY 2023						
LOCAL ASSETS						
	Checking Account		\$ 8,883.64			
	LODD Fund		\$ 1,000.00			
	CD		\$ 24,919.81			
REVENUE		BUDGET	ACTUAL	BUDGET	ACTUAL	
	Active Members Dues	\$ 27,863.04	\$ 27,863.04			
	Retiree Dues	\$ 2,176.80	\$ 2,176.80			
	Fill The Boot	\$ 15,000.00	\$ 18,905.12			
	Donations	\$ 250.00	\$ 1,000.00			



BUDGET WORKSHOP

LOCAL 476 BUDGET for FY 2023

EXPENSES				
IAFF Per Capita			\$ 7,253.28	\$ 7,253.28
State Assn Per Cap			\$ 4,864.80	\$ 4,864.80
Legal Fees			\$ 7,500.00	\$ 1,500.00
IAFF Travel			\$ 4,870.00	\$ 5,726.72
State Assn Travel			\$ 2,290.00	\$ 1,346.98
Fill The Boot			\$ 15,000.00	\$ 18,905.12
LODD Fund			\$ 100.00	\$ 1,000.00
Office Supplies			\$ 375.00	\$ 738.96
		\$ 45,289.84	\$ 49,944.96	\$ 42,253.08
				\$ 41,335.86



BUDGET WORKSHOP

Top Step Salary	\$ 86,993.00		
IAFF Per Capita	\$ 19.05		32
State Assn Per Cap	\$ 12.95		5
Local Dues	\$72.56 per month (\$36.28 retirees)		
LOCAL 476 BUDGET for FY 2023			
LOCAL ASSETS			
Checking Account	\$ 8,883.64		
LODD Fund	\$ 1,000.00		
CD	\$ 24,919.81		

REVENUE	BUDGET	ACTUAL	BUDGET	ACTUAL
Active Members Dues	\$ 27,863.04	\$ 27,863.04		
Retiree Dues	\$ 2,176.80	\$ 2,176.80		
Fill The Boot	\$ 15,000.00	\$ 18,905.12		
Donations	\$ 250.00	\$ 1,000.00		
EXPENSES				
IAFF Per Capita			\$ 7,253.28	\$ 7,253.28
State Assn Per Cap			\$ 4,864.80	\$ 4,864.80
Legal Fees			\$ 7,500.00	\$ 1,500.00
IAFF Travel			\$ 4,870.00	\$ 5,726.72
State Assn Travel			\$ 2,290.00	\$ 1,346.98
Fill The Boot			\$ 15,000.00	\$ 18,905.12
LODD Fund			\$ 100.00	\$ 1,000.00
Office Supplies			\$ 375.00	\$ 738.96
	\$ 45,289.84	\$ 49,944.96	\$ 42,253.08	\$ 41,335.86
Profit/Loss			\$ 3,036.76	\$8,609.10



BUDGET WORKSHOP

Balanced Budget



BUDGET WORKSHOP

The budget is complete!

Now what?



BUDGET WORKSHOP

Membership Approval



BUDGET WORKSHOP

Budgeted Spending

What does that mean?



BUDGET WORKSHOP

Fiscal Year End Review

How did we do?



Audits

COMPILATIONS, REVIEWS, AND AUDITS

A **compilation** is the preparation of financial statements of private entities based on information provided by the entity's management.

A compiled financial statement represents the most basic level of service **CPAs** provide with respect to financial statements.



Compilation



COMPILATIONS, REVIEWS, AND AUDITS

A **review** requires all of the procedures necessary for a compilation engagement, plus other procedures that enable the accountant to provide limited assurance on the financial statements. These additional requirements are inquiries of client management and analytical procedures.



Review



COMPILATIONS, REVIEWS, AND AUDITS

An **audit** is the third and most extensive service. It provides the highest level of assurance on the client's financial statements, because many important audit procedures are not required for compilations or reviews.




COMPILATIONS, REVIEWS, AND AUDITS

➔ **Trustees vs Non-trustees**

➔ **Bank Account Transparency**



IAFF LOCAL UNION FINANCIAL AUDIT REPORT



INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS
Frank V. Lima
 General Secretary-Treasurer

IAFF LOCAL UNION FINANCIAL AUDIT REPORT & REVIEW

Local No. _____ Local Name _____ State/Province _____ IAFF District _____

Fiscal Year ended _____ Local Employer Identification Number (EIN) _____

GENERAL INSTRUCTIONS

This annual report shall be prepared and certified by the local union trustees or audit committee. The original shall be forwarded to the IAFF General Secretary-Treasurer at 1750 New York Ave NW, Washington D.C. 20006 and/or emailed to financialreport@iaff.org within 180 days after the close of the local's fiscal year.

A copy shall be retained in the files of the local union in accordance with the IAFF Constitution and By-Laws.

Annually, the local union shall perform an independent inspection of the local's adherence to IAFF's financial policies contained in Article XIII, Section 9 of the IAFF Constitution and By-Laws and answer the following questions based on their inspection.

	YES	NO*
1. All cash receipts are required to be deposited into the local's bank account.	<input type="checkbox"/>	<input type="checkbox"/>
2. All disbursements are required to be paid by check or electronic funds transfer.	<input type="checkbox"/>	<input type="checkbox"/>
3. Two signatures on every check or verification of a minimum of two officers before electronic funds transfer is completed are required.	<input type="checkbox"/>	<input type="checkbox"/>
4. An independent individual(s) reviews all bank statements to ensure adherence to disbursement policies.	<input type="checkbox"/>	<input type="checkbox"/>
5. An invoice or other supporting documentation is required for every expenditure.	<input type="checkbox"/>	<input type="checkbox"/>
6. Signing blank checks is prohibited.	<input type="checkbox"/>	<input type="checkbox"/>
7. Checks made payable to cash and ATM withdrawals are prohibited.	<input type="checkbox"/>	<input type="checkbox"/>
8. The local has adopted a petty cash policy that limits petty cash to \$100 or less, requires a receipt and requires all expenditures to be logged in a petty cash journal.	<input type="checkbox"/>	<input type="checkbox"/>
9. Minutes of membership and executive meetings are required.	<input type="checkbox"/>	<input type="checkbox"/>
10. Was the trustees' annual Local Union Financial Report for the prior year submitted to the IAFF?	<input type="checkbox"/>	<input type="checkbox"/>
11. Was the trustees' annual Local Union Financial Report for the prior year submitted to the local's membership?	<input type="checkbox"/>	<input type="checkbox"/>
12. Are required federal and state/provincial payroll tax returns currently filed with the respective agencies?	<input type="checkbox"/>	<input type="checkbox"/>
13. The local's principal officers have reviewed the IAFF Local Union Financial Responsibilities Manual.	<input type="checkbox"/>	<input type="checkbox"/>
14. The local's principal officers have reviewed the IAFF Manual of Common Procedures.	<input type="checkbox"/>	<input type="checkbox"/>
15. The local has a Labor Organization Bond of at least 10% of its assets.	<input type="checkbox"/>	<input type="checkbox"/>
16. The local has Directors' and Officers' Insurance Coverage.	<input type="checkbox"/>	<input type="checkbox"/>
17. The local has updated its membership and officer roster with the IAFF within the last 30 days.	<input type="checkbox"/>	<input type="checkbox"/>

*Please provide an explanation on the additional sheet if the answer to any of these is NO.

ATTACH ANY TAX FORM OR GOVERNMENT REQUIRED FILING TO THIS SUBMISSION

Revised November 2023

Number of members at the end of the last Fiscal Year _____
 Number of members at the end of this Fiscal Year _____

If your local dues is a flat rate, what is that flat rate? _____
 If your local dues is based on a percentage, what is that percentage? _____
 How often are dues collected? Circle One: Weekly/Every Two Weeks/ Twice a Month/Monthly

How are dues collected? Circle One: Payroll Deduction, ACH, Other Program

ASSETS AND LIABILITIES - START OF FISCAL YEAR

1. Cash, savings, and investments	_____
2. Other assets	_____
(please list other assets on next pages)	
3. Total assets (sum of Lines 1 and 2)	_____
4. Total liabilities	_____
5. Net assets (Line 3 minus Line 4)	_____

ACTIVITY THROUGHOUT THE FISCAL YEAR (CASH FLOW)

FISCAL YEAR REVENUE:

6. Initiation fees	_____
7. Per Capita (Dues) received	_____
8. Interest on all accounts	_____
9. Other revenue	_____
(please list revenue on next pages)	
10. Total Revenue for Fiscal Year	_____

FISCAL YEAR EXPENSES:

11. Salaries and payroll expenses	_____
12. Per Capita (Dues) paid to IAFF and state/provincial assn	_____
13. Other Expenses	_____
(please list expenses on next pages)	
14. Total Expenses for Fiscal Year	_____
15. Operating Revenue/Loss for Fiscal Year (Line 10 minus Line 14)	_____

ASSETS AND LIABILITIES - END OF FISCAL YEAR

16. Cash, savings, and investments	_____
17. Other assets	_____
(please list other assets on next pages)	
18. Total Assets (sum of Lines 16 and 17)	_____
19. Total liabilities	_____
20. Net assets (Line 18 minus Line 19)	_____
21. Change in investments not recorded elsewhere (investment increase on paper for example)	_____
22. Change in Net Assets for Fiscal Year (Line 5 compared to the total of Line 20 plus Line 21)	_____

NOTE: LINES 15 PLUS LINE 21 SHOULD BE EQUAL TO LINE 22
 (Fiscal Year Revenue/Loss creates the Change in Net Assets.)

Revised August 2025

Questions about this Local Union Financial Report or about the audit/
 review process should be directed to gstoffice@iaff.org



IAFF LOCAL UNION FINANCIAL AUDIT REPORT



INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS

Frank V. Lima
General Secretary-Treasurer

Local Union Financial Audit Report and Review Document

The Local Union Financial Report must be prepared and certified by the local union trustees or audit/finance committee. Additional information is requested in several places in the Local Union Financial Audit Report and Review. This document provides space for that information and explanation.

On the front of the page, any of the 17 questions that are answered **NO** require an explanation. Please provide those explanations here.

Please list all *other revenue sources* from Line 9 on the back of the report here.

Please list all *other expenses* from Line 13 on the back of the report here.

List all *other assets* from Line 2 and Line 18 on the back of the report here.

Please provide any other information or pertinent details not captured on the report here.

Description of any departures from IAFF's financial policies and procedures.

To oversee the local union's adherence to IAFF's financial policies and procedures for the year, we selected and verified a sample of transactions and either: a) encountered no departures from IAFF's financial policies and procedures contained in the [Local Union Financial Responsibilities & Management](#) manual, or b) addressed and corrected any departures. Please provide a brief description on any departures on the additional sheet provided. Individuals submitting report should not be members of the Executive Board (with spending authority but an independent group of trustees or an audit committee. A minimum of two reviewers is required.

Reviewer Printed Name		Signature:	
Reviewer Printed Name		Signature:	
Reviewer Printed Name		Signature:	

If auditing work was performed by an external group such as an auditing firm or CPA, please click this box



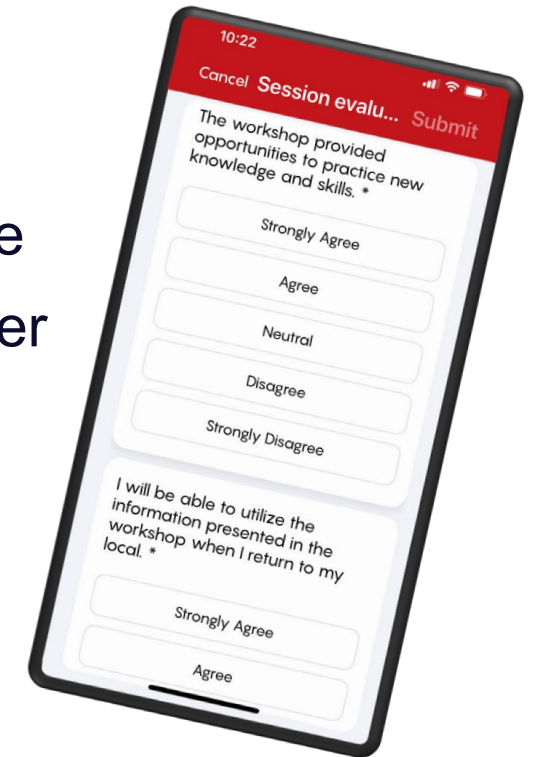


THANK YOU!
ANY QUESTIONS?

gsoffice@iaff.org

EVALUATION AND WIN AN IPAD!

- **Submit your workshop and overall evaluations to be automatically entered in two drawings for a new iPad!**
- **Complete your evaluations using the IAFF app:**
 1. Download the IAFF app and sign in with your iaff.org username
 2. Tap the 2026 Strive for Excellence Summit event image to enter the event's dashboard
 3. Tap "Sessions" and tap on the workshops you attended
 4. Tap "Evaluation" and complete the evaluation
 5. Tap "Submit"



For the event's overall evaluation, follow steps 1 and 2, then tap "Event Evaluation" located in the event's Dashboard.

