



Local Name: _____
Completed by: _____

Date prepared: _____
Q1: Jan. - Mar. Q3: July - Sept } Circle Report Quarter
Q2: Apr. - June Q4: Oct. - Dec. }

SECTION 1: Ledger

Ledger Opening Balance (line 4 from last quarter) _____ (1)

ADD: REVENUE

Table with columns: DATE RECEIVED, AMOUNT. Rows for Rebates, Bank interest.

Stale dated cheques (cheques dated 6 months or more and not yet cashed)

Cheque # _____

other (explain) _____ (2)

DEDUCT: EXPENSES (Must be approved by Local membership meeting with quorum)

- Bank Charges
Cell Phone/Internet
Donations
HEU Convention Expenses
Honorariums
Local Building
Local Bursaries
Local Events (explain)
Local Meeting Expenses
Member Education (Wages & Expenses)
Office Supplies
Per Capita Expenses (Labour Council)
Retirement Gifts/Goodwill
Other Expenses (explain)

Ledger Closing Balance = (1) + (2) - (3) _____ (4)*

SECTION 2: Bank Statement

Name of Bank/Credit Union: _____

Address: _____

Bank Statement Ending Date: _____

Bank balance at end of quarter (per bank statement) _____ (5)

DEDUCT: Outstanding cheques (issued & recorded in the ledger but not yet cashed)

Cheque # \$ _____

Net Bank Balance = (5) - (6) _____ (7)*

*(4) must equal (7)

Additional information (if applicable)

Savings Deposit
Term Deposit
Bank/Equity Shares

SECTION 3: Trustees Signature

As trustee of the Local, I have examined the books and ensure that this Quarterly Report was completed correctly and that all information is accurately reflected for the Local's activities.

Trustee: 1 Signature
2 Signature
3 Signature
(Print Name)