

**UNITED STEELWORKERS - LOCAL UNION NO. \_\_\_\_\_**  
**AUDITING COMMITTEE QUARTERLY REPORT**  
**AUDIT COVERING PERIOD FROM: \_\_\_\_\_ TO \_\_\_\_\_**

**RECEIPTS AND DISBURSEMENTS**

Cash on hand at beginning of month per last report.....		
<b>ADD CASH RECEIVED DURING MONTH:</b>		
Fees and dues refund.....		
Sundry receipts.....		
Interest or rentals received.....		
Fees and dues collected.....		
Account transfers & assets sold.....		
Deductions: taxes withheld.....		
Union Dues Withheld.....		
Other.....		
<b>TOTAL RECEIPTS.....</b>		
<b>TOTAL TO BE ACCOUNTED FOR.....</b>		
<b>DEDUCT CASH DISBURSED:</b>		
Salaries, lost time & taxable expenses		
Officers.....		
Grievance Committee.....		
Delegates and Others.....		
Taxable Expenses.....		
<b>TOTAL.....</b>		
Reimbursed individual expenses.....		
Education, recreation, and conference fees.....		
Per Capita fees.....		
Office expenses & supplies.....		
Rent, utilities, repairs.....		
Donations and flowers.....		
Taxes paid.....		
Professional fees.....		
Sundry expenses.....		
Sundry expenses.....		
Fees and dues remitted.....		
Account transfers & assets purchased.....		
<b>TOTAL DISBURSEMENTS.....</b>		
<b>Cash balance at end of month.....</b>		

**BANK RECONCILEMENT**

Bank Balance as of _____.....		
Plus Deposits or Cash on Hand.....		
Total.....		
Less Outstanding Checks & Deposits Not Credited...		
Actual Balance.....		
Savings Account(s).....		
Other Investment(s).....		
<b>Total Cash in Banks.....</b>		

**Note: For other accounts, assets and liabilities use Form 265-A**

(See Audit section of Financial Officers manual)

**Verification of Other Assets and Liabilities:**

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We hereby certify that we have examined all the financial records of this Local Union

_____ TRUSTEE	_____ TRUSTEE
_____ Date	_____ TRUSTEE