

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.....		
ADD CASH RECEIVED DURING MONTH:		
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.....		
TOTAL RECEIPTS.....		
TOTAL TO BE ACCOUNTED FOR.....		
DEDUCT CASH DISBURSED:		
Salaries, lost time & taxable expenses		
Officers.....		
Grievance Committee.....		
Delegates and Others.....		
Taxable Expenses.....		
TOTAL.....		
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.....		
TOTAL DISBURSEMENTS.....		
Cash balance at end of month.....		

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).....		
Total Cash in Banks.....		

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

(See Audit section of Financial Officers manual)

Verification of Other Assets and Liabilities:

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

TRUSTEE

TRUSTEE

Date

TRUSTEE