



CUPE Ontario's FIRST EVER Secretary-Treasurers CONFERENCE

This conference is open to ALL members, however, local union treasurers and trustees are especially encouraged to attend

**January 22 to 25, 2014
Sheraton Parkway North, Richmond Hill**

**All hotel reservations are to be made through W.E. Travel at
1-888- 676-7747 no later than January 2, 2014**

Registration Fee: Affiliates \$215.00
Registration Fee: Non-Affiliates - \$375.00
Late Fee per Delegate after January 10th - \$50.00

If you require small local financial assistance, on-site child care, Simultaneous French Translation, ASL, or have any other accessibility needs, please see our website at www.cupe.on.ca or contact our office at 905-739-9739.

THESE FORMS MUST BE COMPLETED AND RETURNED BY JANUARY 10TH, 2014

If you require this notice in French, please also visit our website



Secretary-Treasurers Conference

Draft Agenda

Wednesday January 22nd

4:00 to 6:00pm

REGISTRATION - Vaughan Foyer

6 :00 – 8 :00p.m.

OPENING PLENARY

- Welcome & Equality Statement
- CUPE Ontario Secretary Treasurer – Candace Rennick
- Diversity Vice President Greetings
- CUPE Ontario President – Fred Hahn

Thursday, January 23rd

9:00am – 12:00pm

PLENARY SESSION

1. Bill C-377 Presentation & Discussion
2. Secretary-Treasurer Panel & Questions
 - a. A Treasurer's perspective of challenges balancing budgets and meeting the needs of our members
 - b. Identifying and preventing fraud
 - c. WSIB coverage for Locals and members doing work of the local
 - d. A trustees perspective of stewardship of the Locals finances

12:00 – 1:30pm

LUNCH (see optional Working Lunch Modules)

1:30 – 5:30 pm

WORKSHOPS

Financial Officers for Secretary-Treasurers (1/3)
Financial Officers for Trustees (1/3)
Basics of Excel
Budgeting & Understanding Financial Statements
CUPE Ontario & CUPE National Per Capita Tax
By-laws & Local Union Policies

1:30 – 4:30pm

Friday, January 24th

9:00am – 12:00pm

WORKSHOPS

Financial Officers for Secretary-Treasurers (2/3)
Financial Officers for Trustees (2/3)
Basics of Excel
Budgeting & Understanding Financial Statements
CUPE Ontario & CUPE National Per Capita Tax
By-laws & Local Union Policies

12:00 - 1:30pm

LUNCH (see optional Working Lunch Modules)

1:30 – 5:30 pm

WORKSHOPS

Financial Officers for Secretary-Treasurers (3/3)

Financial Officers for Trustees (3/3)

1:30 – 4:30pm

Basics of Excel

Budgeting & Understanding Financial Statements

CUPE Ontario & CUPE National Per Capita Tax

By-laws & Local Union Policies

Saturday, January 25th

9:00am – 11:00am

PLENARY SESSION

- Charles Fleury – National Secretary-Treasurer
- Making the Connections – Political Activism & Members Dues
- Closing remarks

OPTIONAL WORKING LUNCH MODULES

**These modules are optional, however you must register
IN ADVANCE if you wish to participate**

Thursday at 12:00 p.m.

1. Identifying & Preventing Fraud
2. Support for Small Locals (100 members or less)

Friday at 12:00 p.m.

3. Understanding the National General Ledger
4. Quick Books/Simply Accounting

WORKSHOPS

1. Financial Officers training for Secretary-Treasurers (11 hours)

This workshop will help you understand your role as secretary-treasurer or trustee in your CUPE local. You will practice keeping a monthly ledger, produce a treasurer's report and perform a bank reconciliation. You will also learn how to fill out a per capita tax report and prepare a budget. This will provide you with the basic bookkeeping skills you need to be a secretary-treasurer.

Please bring a calculator and a copy of your Local's by-laws

2. Financial Officers training for Trustees (11 hours)

You will gain a greater understanding of the role of the Secretary-Treasurer with specific focus on your role as a Trustee.

Please bring a calculator and a copy of your Local's by-laws

3. Budgeting and How to Read a Financial Statement (3 hours)

This session outlines for participants the steps involved in preparing your Local's annual budget. It includes a sample Budget excel spreadsheet template and suggestions for the types and amounts of expenses that could be in your budget based on the experiences of other Locals. Further, we will explain how to read, understand and analyze your monthly and annual financial statements including comparing financial results and budget variances. This will provide you with the skills to confidentially present budgets and financial results to your Local's Council.

4. Basics of Excel Training (3 hours)

This Workshop is targeted to help beginners master the basic skills in using Excel. Participants will be given hands-on training of how to format a spreadsheet, set up formulas, navigate through a workbook, print a worksheet. Wherever applies, trainer will provide tips on how to make your financial tasks more efficient. Participants are encouraged to bring their own computers preloaded with Excel.

Please bring a laptop

5. By-Laws and Financial Policies (3 hours)

This workshop will cover the importance of ensuring financial decisions are supported by CUPE By-laws as well as the importance of developing sound fiscal policies for your local union. We will also review specific items to ensure that financial practices are in line with Canada Revenue Agency requirements.

6. Per Capita – CUPE Ontario and CUPE National (3 hours)

Learn why your Local is affiliated to CUPE Ontario, what CUPE Ontario does for you, and where your Per Capita money goes. Become familiar with the structure of CUPE Ontario: ie. Sectors, Committees, Conferences, and Campaigns of CUPE Ontario and also how to calculate and remit your Per Capita payments.

LUNCH & LEARN MODULES

1. Identifying and Preventing Fraud

Fraud is one of the fastest growing crimes for many organizations including Locals. This session will provide real life examples as well as insights and methods into how you can identify and detect suspicious / fraudulent activities and transactions by reviewing financial results and transactions as they occur. Equally important is how you should go about reporting your findings. Further, we will outline the financial controls that help prevent fraud from occurring.

2. Support for Small Locals

Are you a small local struggling with having members participate in union development courses, attending conferences and convention? This lunch and learn will explain support and scholarships available to increase participation in our union.

3. Understanding the National General Ledger

Do you have trouble with the CUPE Ledger? Would you like to learn how to use this tool the most effective way? This lunch and learn session will review the most up to date CUPE ledger and explain all of its features.

4. Quick Books/Simply Accounting

Does your local use Quick Books or Simply Accounting and you need support with the software to meet your needs as a Treasurer? Not sure which reports would be helpful and other tools that are useful. This lunch and learn will provide some higher level support to help meet your needs.



DOLLAR\$ & SEN\$E for Secretary-Treasurers

January 22 to 25, 2014

Sheraton Parkway North, Richmond Hill

CONFERENCE REGISTRATION

PLEASE COMPLETE BOTH SIDES

Workshops:

1. Financial Officers training for Secretary-Treasurers
2. Financial Officers training for Trustees

IMPORTANT: Workshops 1 and 2 are 1.5 day classes (11 hours) – you would not choose any other workshop. Choose either No. 1 OR 2 depending on whether you are a Secretary-Treasurer or a Trustee

(please check EITHER 1 or 2)

NAME	PHONE NUMBER / EMAIL	Fin Officer Sec-Treas No. 1	Fin Officer Trustees No. 2

OR

Workshops:

3. Budgeting and How to Analyze a Financial Statement
4. Basics of Excel Training
5. By-Laws and Financial Policies
6. Per Capita Tax – CUPE Ontario/CUPE National

IMPORTANT: Workshops 3 to 6 are 3 hour classes – please choose 3 in total per delegate
If you are taking workshop 1 or 2 you are not eligible to take 3-6

NAME	PHONE NUMBER / EMAIL	Workshop Nos. 3-6 (choose 3 in total)		

OPTIONAL Lunch and Learns : includes lunch - \$25 charge for each session

Thursday : 1. Identifying & Preventing Fraud 2. Support for Small Locals
Friday : 3. Understanding the National General Ledger 4. Quick Books/Simply Accounting

NAME	PHONE NUMBER / EMAIL	THURSDAY Choose option 1 OR 2 \$25/person	FRIDAY Choose option 3 OR 4 \$25/person

REGISTRATION FEE:

CONFERENCE REGISTRATION FOR AFFILIATES	\$215.00 X ____	= \$ _____
CONFERENCE REGISTRATION FOR NON-AFFILIATES	\$375.00 X ____	= \$ _____
LATE FEE per delegate (after Jan 10)	\$ 50.00 X ____	= \$ _____
LUNCH AND LEARN SESSION	\$ 25.00 X ____	= \$ _____
	TOTAL	\$ _____

(NOTE: the surcharge of \$160.00 for non-affiliates would be applied to the first per capita tax payment if a local joins the Ontario Division within three months of the conference)

**Please make cheque payable to "CUPE ONTARIO" and forward with Registration Form to:
Secretary-Treasurers Conference**

CUPE Ontario

80 Commerce Valley Dr. E., Suite 1, Markham, Ontario L3T 0B2

Phone: 905-739-9739 Fax: 905-739-9740

SECRETARY:		LOCAL NO.
ADDRESS:		
PHONE NO.	SIGNATURE:	
EMAIL:		