



CUPE Ontario's 2nd Secretary-Treasurers CONFERENCE

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

January 20 to 23, 2016

Sheraton Parkway North, Richmond Hill
600 Hwy 7 (west of Hwy 404)

All hotel reservations are to be made through W.E. Travel at
1-888- 676-7747 no later than December 29, 2015
\$129.00 + TAXES

Registration Fee:	Affiliates	\$215.00
Registration Fee:	Non-Affiliates	\$375.00
Late Fee per Delegate after January 8 th		\$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 8TH, 2016

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



Secretary-Treasurers Conference

Draft Agenda

Wednesday January 20th

4:00 – 6:00pm

REGISTRATION – Richmond Ballroom Foyer

6:00 – 7:30pm

OPENING PLENARY

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

Upon adjournment

Delegate Meet & Greet welcome reception

Thursday, January 21st

9:00am – 12:00pm

PLENARY SESSION

- Charles Fleury, National Secretary-Treasurer
- Panel Presentation – TBD
- Mike Stevens, Exchange Chartered Professional Accountant

12:00 – 1:30pm

LUNCH (see optional Working Lunch Modules)

1:30 – 5:30 pm

WORKSHOPS

NOTE: If you are taking Financial Officers you are not eligible to take any other workshop

Financial Officers for Secretary-Treasurers

Financial Officers for Trustees

1:30 – 4:30pm

CHOOSE 3:

By-Laws & Local Union Policies

Preparing and Understanding Budgets

CUPE National Per Capita Tax & other financial requirements

Excel for Beginners

Excel for Advanced

Friday, January 22nd

9:00am – 12:00pm

WORKSHOPS (cont'd)

12:00 – 1:30pm

LUNCH (see optional Working Lunch Modules)

1:30pm – 4:30pm

WORKSHOPS (cont'd)

Saturday, January 23rd

9:00am – 11:30am

CLOSING PLENARY

WORKSHOPS

CHOOSE 1:

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 bank reconciliations. 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

OR (CHOOSE 3):

3. **By-Laws and Local Union 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.

4. **Preparing & Understanding Budgets (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.

5. **CUPE National Per Capita Tax & Accessing National Funding (3 hours)**

Understand the payment structures to CUPE National and the processes behind remittances of local union dues. Gain an understanding of how the per capita system works, what your money is used for what other pots of money are available under specific situations.

6. **Excel for Beginners (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 provided tips on how to make your financial tasks more efficient. Participants are required to bring their own computers preloaded with Excel 2010.

Please bring a laptop (CONTACT CUPE ONTARIO IF YOU NEED TO BORROW ONE)

7. **Excel for Advanced (3 hours)**

This Workshop is targeted to help experienced excel users master intermediate to advanced skills. Participants will be given hands-on training of how to create pivot tables, **charts**, advanced formulas, **link data between spreadsheets, lookups** and adding SmartArt object to a worksheet. Further, advanced formatting of your spreadsheets will ensure effective presentation **for the readers of your spreadsheets to easily understand what you are convening**. Wherever applies, trainer will provided tips on how to make your financial tasks more efficient. Participants are encouraged to bring their own computers preloaded with Excel 2010. **Please bring a laptop**

OPTIONAL WORKING LUNCH MODULES

These modules are optional, however you must register
IN ADVANCE if you wish to participate
There will be an added fee of \$30 per registrant to attend the lunch modules

CLASS SIZES ARE LIMITED AND WILL BE ON A FIRST COME, FIRST SERVED BASIS

Lunch will be provided. Please ensure to list any dietary restrictions and/or allergies when completing the attached registration form to attend the working lunch modules.

Thursday at 12:00 p.m. OR Friday at 12:00 p.m.

1. Understanding the CUPE 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.

2. Identifying and Preventing Fraud in your Local

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.



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

January 20 – 23, 2016

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. By-Laws & Local Union Policies
4. Preparing & Understanding Budgets

5. CUPE National PTC and accessing Nat'l funding
6. Excel for Beginners
7. Excel for Advanced

IMPORTANT: Workshops 3 to 7 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 Workshops 3-7

NAME	PHONE NUMBER / EMAIL	Workshop Nos. 3-7 (choose 3 in total) Please enter by #		

OPTIONAL Lunch and Learns : includes lunch - \$30 charge for each session

- Thursday :** 1. Understanding the National General Ledger 2. Identifying & Preventing Fraud
Friday : 1. Understanding the National General Ledger 2. Identifying & Preventing Fraud

NAME	PHONE NUMBER / EMAIL	THURSDAY Choose option 1 OR 2 \$30/person	FRIDAY Choose option 1 OR 2 \$30/person

Dietary restrictions/allergies : _____

REGISTRATION FEE:

CONFERENCE REGISTRATION FOR AFFILIATES	\$215.00 X	___	= \$	_____
CONFERENCE REGISTRATION FOR NON-AFFILIATES	\$375.00 X	___	= \$	_____
LATE FEE per delegate (after Jan 8)	\$ 50.00 X	___	= \$	_____
LUNCH AND LEARN SESSION	\$ 30.00 X	___	= \$	_____
	TOTAL		\$	<u>_____</u>

(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:	