



# 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 <sup>th</sup>		\$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](http://www.cupe.on.ca) or contact our office at 905-739-9739.

**THESE FORMS MUST BE COMPLETED AND RETURNED BY JANUARY 8<sup>TH</sup>, 2016**

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



# Secretary-Treasurers Conference

## Draft Agenda

### Wednesday January 20<sup>th</sup>

4:00 – 6:00pm

6:00 – 7:30pm

REGISTRATION – Richmond Ballroom Foyer

#### OPENING PLENARY

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

Delegate Meet & Greet welcome reception

Upon adjournment

### Thursday, January 21<sup>st</sup>

9:30am – 12:00pm

#### PLENARY SESSION

- Charles Fleury, National Secretary-Treasurer
- Mike Stevens – High level discussion on Fraud and Risk
- Joanne Sirois, CUPE Insurance Program Rep and Shawn LePalm, Cooperators Insurance Group – presentation to members on relevant insurance packages to protect the local
- Stephen Lewis, Co-founder and Co-director of AIDS-Free World – presentation on the importance of building partnerships with social justice movements

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 & Accessing National Funding

Excel for Beginners

Excel for Advanced

### Friday, January 22<sup>nd</sup>

9:00am – 12:00pm

12:00 – 1:30pm

1:30pm – 4:30pm

#### **WORKSHOPS (cont'd)**

LUNCH (see optional Working Lunch Modules)

#### **WORKSHOPS (cont'd)**

### Saturday, January 23<sup>rd</sup>

9:00am – 11:00am

#### **CLOSING PLENARY PANEL**

# WORKSHOPS

## CHOOSE 1:

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

This workshop will help you understand your role as secretary-treasurer 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**

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## 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 and 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 provide 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 provide 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:

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>3. By-Laws &amp; Local Union Policies</li> <li>4. Preparing &amp; Understanding Budgets</li> </ol> | <ol style="list-style-type: none"> <li>5. CUPE National PTC and accessing Nat'l funding</li> <li>6. Excel for Beginners</li> <li>7. Excel for Advanced</li> </ol> |
|---|---|

**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:		