



**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 10<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 10<sup>TH</sup>, 2014**

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



**CUPE Ontario's First Ever Secretary-Treasurers Conference  
JANUARY 22-25, 2014**

**AGENDA**

**Wednesday, January 22**

4:00 – 6:00pm

6:00 – 7:30pm

**REGISTRATION – Grand York Foyer**

**OPENING PLENARY**

1. Welcome & Equality Statement
2. CUPE Ontario Diversity Vice-President – **Joanne Webb**
3. CUPE Ontario Secretary-Treasurer – **Candace Rennick**
4. CUPE Ontario President – **Fred Hahn**

*Please join us for a Delegates Meet & Greet reception on adjournment of the session on Wednesday night*

**Thursday, January 23**

9:00 – 12:00pm

**PLENARY SESSION**

1. Cover Me - WSIB Campaign – **Chris Watson, CUPE Ontario Government Relations Officer**
2. WSIB Coverage for Locals – **Nick Marotta, Account Specialist, WSIB Services Centre**
3. Bill C-377 Presentation & Discussion – **Candace Rennick, CUPE Ontario Secretary-Treasurer**
4. Financial Accountability Panel & Questions – *Moderated by* **Andrea Madden, CUPE Ontario 3<sup>rd</sup> Vice-President**
  - a. A Treasurer's perspective of challenges balancing and meeting the needs of our members – **Carrie Lynne Poole Cotnam, CUPE Local 503 Secretary-Treasurer**
  - b. Identifying and preventing fraud – **Mike Stevens, EXG Chartered Accountants**
  - c. A Provincial Treasurer's experience in dealing with difficult financial situations and minimal cash flow and how to respond – **Candace Rennick, CUPE Ontario Secretary-Treasurer**
  - d. A trustees perspective of stewardship of the Locals finances – **Paul Clulow, CUPE Ontario Trustee**

12:00 – 1:30pm

**LUNCH**

**\*\*Lunch & Learn – Identifying Fraud**

**\*\*Lunch & Learn – Support for Small Locals**

1:30 – 4:30pm

#### **WORKSHOPS**

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

**Friday, January 24**

9:00 – 12:00pm

#### **WORKSHOPS**

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

12:00 1:30pm

#### **LUNCH**

- \*\*Lunch & Learn – Understanding the National General Ledger
- \*\*Lunch & Learn – Simply Accounting & Quick Books

1:30 – 4:30pm

#### **WORKSHOPS**

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

**Saturday, January 25**

9:00 – 11:00am

#### **PLENARY SESSION**

1. CUPE National Secretary-Treasurer – **Charles Fleury**
2. Making the Connections Panel – Political Activism & Members Dues – ***Moderated by Fred Hahn – CUPE Ontario President***
  - a. **Trish Hennessey** – Canadian Centre for Policy Alternatives
  - b. **Charles Fleury** – CUPE National Secretary-Treasurer
  - c. **Maureen O'Reilly** – President CUPE Local 4948
3. Closing remarks – **Candace Rennick**

**\*Workshop ends at 5:30 NOT 4:30**

**\*\*You must be pre-registered and paid in advance to attend the Lunch & Learn sessions**

# 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 | 5. By-Laws and Financial Policies              |
| 4. Basics of Excel Training                           | 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 ___ = \$ _____
<b>TOTAL</b>	<b>\$ _____</b>

(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:			