January 2026

TO: Local Treasurers,
Union of National Employees (UNE)

RE: **LOCAL FINANCES**

Greetings and Happy New Year.

We wish to draw your attention to Policy FIN 1 regarding Local Finances and, in addition, By-Law 3, Sections 4, 12, and 14. The appropriate forms for completion are attached along with a copy of Policy FIN 1 and By-Law 3, Sections 4, 12, and 14.

The forms can also be found on the UNE's website at www.une-sen.org (http://en.une-sen.org/documents_and_tools/info_books_forms/forms.php).

By-Law 5, Section 9
The treasurer will also submit to the UNE, before April 1 of each year, annual financial statements independently reviewed in accordance with Policy FIN 1, Local Finances. These financial statements cover the previous year ending December 31. The UNE will not remit the refundable portion of dues until its financial statement has been received and approved.

By-Law 5, Section 4
The UNE's fiscal year is from January 1 to December 31. The same applies to all locals.

Please arrange to provide the required annual Financial Statement for your Local for the period ended December 31, 2025, together with supporting documents as required by policy FIN 1, to reach us on or before April 1, 2026.

The Local's dues rebate can only be issued after March 31, 2026, if the above conformance is met.

Your co-operation in satisfying these requirements is appreciated.

In Solidarity,

Sylvie Courchaine
Acting, Director of Finance and Administration

UNION OF NATIONAL EMPLOYEES
POLICY FIN 1

Policy FIN 1
Local finances
Policy FIN 1 Section 1
Financial records

In addition to the annual audited statement of local finances required under UNE Bylaws, locals will submit, on a form supplied by the Union of National Employees (Schedule D):

1. the names of the banks and the names and addresses of the branches where their accounts are held;

2. the account numbers;

3. the names and signatures of the officers of the local authorized to sign cheques and other bank documents; and

4. a declaration by each officer referred to in paragraph c) that:

    i. neither the officer nor, to the best of his or her knowledge, any other person has a bank card or credit card linked to any of the local's financial accounts.

    ii. the officer has not approved or made a reimbursement of dues to Local members, whether by cash, cheque, gift card, or any other means.

This form will be submitted to the Union of National Employees annually with the required financial statement. It will also be submitted when any change is made to the bank account numbers, branches or banks, or to the officers authorized to sign cheques and conduct banking business.

Policy FIN 1 Section 2

Locals will submit with their financial statements their bank statements or copies of their bankbooks to cover the period up to December 31. They will also submit schedules of investment certificates and balances of mutual funds or investment funds held at December 31.

Policy FIN 1 Section 3

In accordance with UNE Bylaws, locals will maintain financial records and submit annual financial statements.

Policy FIN 1 Section 4
A local with annual revenues of up to but not more than $5,000 will maintain financial records at least equal to a simple cashbook or daily journal and will submit an annual financial statement that has been independently reviewed either on a form supplied by the Union of National Employees or on a copy of the form.

Policy FIN 1 Section 5
Locals with annual revenues that exceed $5,000 will keep financial records in a double-entry bookkeeping system or equivalent. They will submit a comprehensive annual financial statement, independently reviewed in accordance with Bylaw 5. This financial statement will be supported by a copy of the annually approved budget, or by minutes of meetings that contain resolutions authorizing expenditures not approved by the annual budget, or that are in excess of financial limits set by the local's bylaws.

Local financial reviews
Policy FIN 1 Section 6
Independent financial reviews are to be done by professionally designated accountants who are members in good standing as a CA, CGA or CMA for locals with annual revenues (dues rebates and interest) in excess of $25,000.

Policy FIN 1 Section 7
Independent financial reviews for locals with revenues up to $25,000 may be done by two members of the local other than a professionally designated accountant. These persons will neither be members of the local's executive, nor be signing officers for the local.

Policy FIN 1 Section 8
Independent financial reviews should include, but are not limited to:

1. verification of bank balances through bank reconciliations and bank confirmation;

2. verification of assets including tracking investments, purchasing of furniture, equipment;

3. verification of receipts and appropriate documentation for expense payments,

4. verification that monies properly due to the Government of Canada or the appropriate provincial governments have been paid; and

5. verification that monies owed to the local are recorded and tracked.

Policy FIN 1 Section 9

A regional vice-president may ask that the national executive direct the national president to order an independent audit of the local's financial records

Such audits will include, but not be limited to, verification that the local has adhered to its bylaws and that its expenditures have not contravened any provisions of the Union of National Employees' bylaws or polices.

Following this audit, a full report including recommendations will be submitted to the National President. Costs related to this audit will be borne by the local.

Policy FIN 1 Section 10

Staff may help locals meet audit requirements by providing advice and guidance, but this will not satisfy the conditions described in Section 6, above.

UNION OF NATIONAL EMPLOYEES BYLAW 3, SECTIONS 4, 12, 14

BY-LAW 3

Section 4
Locals' officers
Each local will elect at least three executive officers – a president, a vice-president, and a secretary-treasurer. Each local will also elect a health and safety representative. If there are only three executive officers, one will serve as a health and safety representative.

A local may divide the secretary-treasurer's responsibilities among two or more executive offices. The local may also establish additional executive positions such as chief steward and human rights representative.

Section 12
Reporting requirements
Each year, locals will submit to the UNE's office their local's audited financial statements and any other information required.

Section 14
Local's annual general meetings
Each local will hold a regular annual general meeting to receive and have available for adoption annual reports from its officers, financial statements, local budgets (where applicable) and the minutes of the previous annual general meeting for consideration of business, as required by the local's bylaws.