

TRANSACTION LOG

COMMITTEE/COUNCIL:

Edmonton Area Council

- At the start of the year, enter the Ending Balance from Dec. 31st of the previous year
- Transactions should be recorded as the date of deposit, date cheque was written, date e-transfer was processed, etc. and NOT the date it cleared the bank.
- All bank transactions should be recorded on the form including cheques issued, voided cheques, e-transfers, bank deposits, interest, service charges, etc.
- When the bank statement is received, all transactions on the log sheet should match to the bank deposit.
- As items are reconciled, they should be noted on the transaction log.
- Transaction log can be continued for each year.

Date Issued	Chq #	Payable To or Received From	Transaction Description	Cheque & Debits	Deposits & Credits	Balance	Date Cheque cleared Bank Acct
1-Jan-25			Opening balance			745.68	
20-Jan-25	200	Stasi L'Hirondelle	Remembrance Day 2023 and 2024	475.00		270.68	07-Feb-25
9-Feb-25		PSAC Prairies	2025 Budget Request		1200.00	1470.68	
9-Feb-25	202	Stasi L'Hirondelle	Member engagement event January 31, 2025	981.96		488.72	10-Feb-25
9-Feb-25	201	Nicole Akhenak	January 31, 2025 engagement event	197.16		291.56	10-Feb-25
11-Feb-25	203	Stasi L'Hirondelle	snacks for AGM Feb 11/25	36.94		254.62	12-Feb-25
24-May-25		PSAC Prairies	Supplementary Budget Request - Debate night watch party event		400.00	654.62	
22-Sep-25	205	Stasi L'Hirondelle	Parking	31.42		623.20	23-Sep-25
22-Sep-25	204	Natalie Slonowski	Parking	28.79		594.41	24-Oct-25
16-Oct-25	206	Stasi L'Hirondelle	Parking, Remembrance Day Wreaths 2025, snacks for meetings	379.53		214.88	17-Oct-25

26-Oct-25		PSAC Prairies	Supplementary Budget Request - member engagement		705.00	919.88	
31-Dec-25			Closing balance for 2025			919.88	
Transactions for 2026							
6-Mar-26	207	Stasi L'Hirondelle	Cold Lake Wreath	95.00			
6-Mar-26	208	Nicole Akhenak	Parking	26.91			
			Pizza for meeting	39.88			
6-Mar-26	209	Riley Ellis	Snacks for Nov engagement event	94.27			

**Edmonton Area Council
ANNUAL FINANCIAL STATEMENT
January 1, 2025 to December 31, 2025**

	Amount Approved for 2025	Actual
Bank Balance, as of January 1, 2025 (as shown on Bank Statement)		\$745.68
REVENUE		
Prairie Region Allocation (total of all deposits for the year)	\$2,305.00	\$2,305.00
Bank Interest		
Other:		
Total Revenue		\$2,305.00
EXPENSES		
Previous year expenses (cheque written previous year but not cleared until current year AND cheques written in current year for previous year expenses)	N/A	
2023 Edmonton/Cold Lake Wreaths		\$235.00
2024 Edmonton/Cold Lake Wreaths		\$240.00
Meeting Expenses		
Parking		\$97.11
Snacks		\$48.43
AGM snacks		\$36.94
Activity / Event Expenses		
Member Engagement January 31, 2025		\$1,158.75
CUPW Picket		\$106.37

2025 Edmonton/Cold Lake/Wainwright Wreaths		\$208.20
Other		
Total Expenses		\$2,130.80
BALANCE AVAILABLE - TOTAL NET INCOME		\$919.88
Total Outstanding Cheques (written in current year but not cleared by bank)		
Bank Balance, as of December 31, <Year> (should match Bank Statement balance)		\$919.88
NOTES:		

Edmonton Area Council BUDGET REQUEST 2026			
EXPENSES	AMOUNT REQUESTED	LOSS OF SALARY If required, please indicate # of hours in total per event	SWAG Y or N
Meeting Expenses (detail specifics such as room rental, food costs, conference calls, etc. on separate lines)			
Parking for Meetings	\$150.00		N
Food for meetings (\$60 x 4)	\$240.00		N
Donations*			
Edmonton Food Bank	\$500.00		N
Edmonton Shelter/Soup Kitchens	\$500.00		Y
Event/Project Expenses**			
Membership Engagement Games Night	\$150.00		Y
Alberta Referendum Debate/Engagement	\$250.00		Y
Remembrance Day Wreaths	\$350.00		N
Labour Day Event with EDLC	\$400.00		Y
Phoenix Action	\$500.00		N
Other			
TOTAL PROJECTED EXPENSES	\$3,040.00	0.0	
Balance Available at December 31, 2025	\$919.88		
Outstanding Cheque #207	\$95.00		
Outstanding Cheque #208	\$66.79		
Outstanding Cheque #209	\$94.27		
TOTAL BUDGET REQUEST FOR 2026	\$2,376.18		
*Please indicate if donations are ongoing or new.			
**All events/projects require an estimated breakdown of costs before it can be considered Breakdown should include categories such as room rental, food, registration fees, supplies, travel, etc. Breakdown can be specified below or on a separate sheet.			

Note 1 - Limited parking near RO - high cost

Note 2- Phoenix Action - ongoing donation

Note 3- To be completed in conjunction with member volunteer

Note 4 - for snacks and drinks

Note 5 - Ongoing Remembrance Day

Note 6 - Notebooks, paper bags, fruit on table

Note 7 - Postage, \$100 prizes X 3, mileage

Note 8 - Three cheques need to clear for 2025 events, therefore balance will be below \$919.88