PSAC PRAIRIE REGION

COMMITTEE / COUNCIL OPERATIONAL GUIDELINES AND FINANCIAL PROCEDURES

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PSAC · Prairies
Public Service Alliance of Canada

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PRAIRIE REGION COMMITTEES AND COUNCILS

Within the Prairie Region, PSAC activists participate in a variety of committees and councils, including the following currently established committees and councils:

Northern Alberta
Edmonton - Area Council, Human Rights, Regional Women's, Young Workers

Southern Alberta
Calgary - Area Council, Human Rights, Regional Women's, Young Workers
Lethbridge - Area Council, Regional Women's

Northern Saskatchewan
Prince Albert - Area Council, Regional Indigenous Peoples' Circle
Saskatoon - Area Council, Regional Women's, Young Workers

Southern Saskatchewan
Regina - Area Council, Human Rights, Regional Women's, Young Workers

Manitoba
Westman - Area Council, Regional Women's
Winnipeg - Area Council, Human Rights, Regional Women's, Young Workers

With 25 committees / councils in the region, a consistent approach to reporting and operations is necessary to be efficient, transparent and accountable for funds received from PSAC regionally and nationally.

Committees / councils receive funds from two primary sources: PSAC Prairie Region, as provided in the budget approved by delegates at the PSAC Prairies Regional Triennial Convention, and PSAC National, as provided for in the budget approved by delegates at the PSAC National Triennial Convention.

The deadline for committees / councils to submit their annual reporting packages to the respective PRC rep shall be **no later than March 1st of each year.**

The PRC rep will review, obtain any missing information and submit the complete package to the REVP Office **no later than March 15th of each year.**

The annual financial statement and budget request must be voted on and approved by the submitting committee / council.

GENERAL INFORMATION

- Committees and councils must hold at least four meetings per calendar year and submit a complete annual report to remain in good standing.
    - Failure to meet these requirements may result in loss of delegate status for regional or national events. Committees not in good standing must suspend all activities and expenditures until compliance is restored.

Area Councils – Bylaws

- Each Area Council is governed by its own Bylaws.
- Bylaw amendments may only be proposed and approved at an AGM, except where changes are required due to constitutional amendments. Such amendments will be provided by the REVP to each committee.
- Proposed amendments must be circulated to members at least two weeks prior to the AGM.
- If an amendment is ruled out of order by the National President or REVP, the Area Council must revise its Bylaws at the next meeting as directed.

Committees – Terms of Reference

- Each Committee is governed by approved Terms of Reference.
- Amendments to Terms of Reference may only be proposed and approved at an AGM, except where changes are required due to constitutional amendments. Such amendments will be provided by the REVP to each committee.
- Proposed amendments must be circulated to members at least two weeks prior to the AGM.
- If an amendment is ruled out of order by the National President or REVP, the Committee must revise its Terms of Reference at the next meeting as directed.

Record Keeping & Storage

- All committee / council records will be maintained in a dedicated folder hosted on a PSAC-approved platform (OneDrive). This digital folder replaces previous method of informal or paper-based filing systems. Within each committee folder, subfolders will include Bank Statements, Bylaws-TOR, Expense Claims+Receipts, Minutes, Other Documents
- The assigned staff and PRC representatives, for each committee/council, will have access to OneDrive to support the upload of documents.
- Records are to be maintained throughout the year, not reconstructed at year-end.
- Each regional office will ensure committees / councils have access to a location that can be

locked, to store hard copies of records or other committee materials, if necessary. A minimum of one key will be provided to an executive member to ensure that they have access when regional staff are not present.

- Committees / councils outside the regional office area may request a file box to maintain hard copies of records or other committee materials if required

COMMITTEE / COUNCIL ROLES & RESPONSIBILITIES

Committee / Council Executives – Responsibilities

- Coordinate all meeting logistics, including securing guest speakers and arranging meals or refreshments.

- The Chair/President and/or Secretary must submit the meeting notice to the Staff Representative (cc: administrative staff and PRC representative) at least two working days before the start of the required two-week notice period.

- Provide the agenda and all relevant details (date, time, location, agenda items, and RSVP contact) to the Staff Representative (cc: administrative staff and PRC representative). Where possible, include this with the meeting notice or send it at least 2–3 days before the meeting.

- The Secretary must send draft minutes in editable format to the Staff Representative (cc: administrative staff and PRC representative) within 30 days of the meeting.

- Ensure minutes are complete, accurate, and reflective of the discussion.

- Clearly mark minutes as “Draft” until formally adopted. Once approved, notify the Staff Representative to replace the draft on the website and upload the finalized version to the digital folder.

Note: Requests for pamphlets or posters must be made in consultation with the Regional Office Staff Representatives to ensure alignment with PSAC’s mandate and branding. The Regional PA Communications Officer reviews materials intended for public distribution (e.g., advertisements) to ensure proper logo use and messaging.

REGIONAL STAFF REPS

- Staff reps are not members of the committee/council and are there in a technical advisory role;
    - This includes being cognizant of the PSAC Constitution, Regulations and Bylaws. While Staff reps do not have authority to interpret these documents, they must alert committees/councils to consult the REVP’s office if a planned activity or discussion appears to be in violation.

- Staff reps attend meetings in person or virtually whenever possible. While a meeting can proceed without them, they should provide necessary agenda items or information to the Chair/President in advance;
    - Staff reps may be asked to forward agenda items to committees/councils on behalf of the REVP or PSAC National, such as campaign information or requests for action plans or ideas for campaigns.
- Staff reps review the minutes of meetings prior to their being distributed, posted to the website, and uploaded to the digital folder. If something needs to be addressed or discussed, the staff rep will contact the chair/president to discuss (and/or the REVP if warranted).
- When meeting with members in their region, staff reps will encourage locals to participate in the various committees/councils. If they identify members who would like to be put on the contact list, they will advise the admin to include them on the email list and also advise the committee/council chair/president;
- Staff reps will review the bank statements monthly and identify any anomalies to the committee/council executive and REVP if warranted. They will upload to the digital folder and email to the Treasurer and Chair/President.
- Staff reps offer guidance and advice to new executive members where necessary or advise the responsible PRC representative and/or REVP if there are any concerns that need to be addressed.
- Staff Representatives will conduct elections for executive positions. If a Staff Representative is unavailable, the election may be conducted by a member who has taken the Oath of Office and is not seeking election to any position.

REGIONAL ADMIN STAFF

- Distribute meeting notices and agendas as provided by the Chair/President or Secretary.
- Distribute meeting minutes, post them to the website, and upload them to the committee/council's digital folder.
- Maintain and regularly update the committee/council contact list, used for all communications including notices, minutes, event posters, and other relevant information.
- Assist with the development of posters or flyers using details provided by the committee/council (date, time, location, contact information, cost if applicable, and meal information). Where required, coordinate with the Regional Political Communication Officer and or the Regional Communication Officer for additional support.

MEETING PROCEDURES & VOTING

Meeting Notices

- Meeting notices must be sent out and/or posted on the website a minimum two weeks in advance to ensure time for circulation.
    - Meeting notices should be sent to the Regional Office at least 2 working days prior to the 2 week notice period to ensure that staff have time to get it posted before the 2 week notice period.
- The committee / council executive is responsible for providing the regional staff rep with full meeting details (date, time, location and any known agenda items).
- If delegates are being selected/elected for any convention or conference, it must be specifically noted on the notice.
- The meeting notice will be circulated through the regional office to all locals and contacts and posted to the regional website.

Meeting Minutes

- Minutes should identify participants with voting rights, observers, guests, and staff. Committees / councils should use the template provided on the Prairie – PSAC Committee/Council Resource page.
- Minutes prepared by the secretary and reviewed by the chair/president, must be sent to the staff rep responsible for the committee / council. The staff rep will ensure the minutes are forwarded to the staff admin for posting to the website and upload to digital repository.

    Reference: PSAC Constitution, Section 14, Sub-Section 14

    (a) Area Councils shall forward to the designated REVP of the PSAC, minutes of all meetings no later than thirty (30) days following the date on which each meeting is held.
- As per the PSAC Constitution, minutes of meetings are to be sent to the REVP within 30 days of the meeting. If the next meeting is after 30 days, minutes can be posted to the website with a disclaimer that they have not yet been approved. If any amendments are made at the next meeting, they can be easily revised.
    - For ease of process, it has been and will continue to be accepted that the constitutional requirement is met if minutes are posted to the website and as such, accessible to the REVP.
- It is the responsibility of the chair/president to ensure that minutes are received, reviewed and submitted to the regional office within the required timeframes. If minutes have been submitted but not shown on the website within two weeks, check with the staff to rep or contact the REVP office.

Meeting Decision-Making Process

- Area Councils will conduct their business following rules of order and not consensus for decision-making.
- Committees may operate by consensus for portions of business.
    - In accordance with an interpretation from the National President (April 2024), the following actions require a vote and cannot be reached by consensus:
        - Election of officers
        - Election of delegates to conventions or conferences (regional and national)
        - Adoption of resolutions to submit to conventions or conferences (regional or national)
        - Financial statements presented at the Annual General Meeting.
- A motion must be moved and seconded by a member with voting rights and voted on by all voting members. The motion, names of the mover and seconder (or nominator for elections) and result of the vote (carried or defeated) should be recorded in the minutes.
- For committee decisions reached by consensus, only members eligible to participate in the decision-making process can indicate consensus.
    - If a decision cannot be reached by consensus, upon request of an attendee with voting rights, the chair/president will ask for a motion and a seconder and call for a vote. The motion and nominator and seconder, and result of vote should be recorded in the minutes.
- The right to vote or participate in consensus decision-making is defined in the PSAC Constitution and outlined in the next section.

Voting at Meetings

For Area Councils

- Voting rights at area councils are governed by the PSAC Constitution.

  Reference: PSAC Constitution, Section 14, Sub-Section 4

  Sub-Section (4)

  Area Council meetings shall be open to all members of the Locals or Branches of Components, DCLs, and constitutionally recognized regional committees within the area of jurisdiction, all of which must be in good standing, who shall have full voice on all discussions at Area Council meetings. Each Local or Branch of a Component and each DCL shall be entitled to two (2) delegates for the first 500 members and one additional delegate for each additional 500 members or part thereof. Each constitutionally recognized regional committee shall be entitled to one (1) delegate. Voting rights at Area Council meetings shall be vested in the elected/selected delegates from the Locals or Branches of Components, DCLs, and constitutionally recognized regional committees and the elected

officers of the Area Council.

- When a vote is required, only those meeting the requirements above and those in attendance may vote. If a local or branch has more members in attendance than their entitlement, they should identify their delegates that will be voting prior to the start of the voting process.
- Also to note, Prairie Region Council members and national officers cannot vote at an area council unless they are voting on behalf of their local / branch.
- RWC's, HRC's, RIPC's and Young Worker Committees should, within their own meetings, select their representative to Area Council.

For All Other Committees

- Voting rights at regional committees are governed by the PSAC constitution.

  Reference: PSAC Constitution, Section 15, Sub-Section 3

  b) Only one member per Local or Branch may be a voting member of each Committee. For any Committee that does not utilize voting, only one member per Local or Branch may engage in the process by which decisions of the Committee are made.

- Voting rights are limited to one member per local plus executive member. This change was made at the 2018 PSAC Triennial Convention and is documented in the revised Constitution. Should there be more than one member in attendance for a local/ branch, they should identify their voting member prior to the start of the voting process.
- Prairie Region Council members and national officers cannot vote at a committee meeting unless they are voting on behalf of their local / branch.
- Only delegates from locals or branches hold voting rights. There is no provision for other committees or councils to have voting members.

FINANCIAL PROCEDURES AND HELPFUL TIPS

Financial Reporting & Reconciling

- The fiscal year is January 1 – December 31.
- Start a new Transaction Log at the beginning of each fiscal year by bringing forward the ending balance from the previous year's end as the opening balance.
    - Throughout the year, records all expenditures (cheques issued, e-transfers, bank transactions, etc.) for the date it was issued (not the date it cleared from the bank).
- A financial report must be presented at each meeting and recorded in the minutes.
    - If the treasurer cannot attend a meeting, they are responsible to ensure the chair/president has this information (at minimum, the current bank balance, expenses and revenue received since the last meeting and any other issues the committee / council should be aware of).

- Finances should be reconciled monthly, or at a minimum prior to each committee / council meeting. *See "Appendix X – Financial Document Review Checklist" for more information.*
    - Reconcile the monthly bank statements to the transaction log – Check that all expenditures match up, record the date that cheques/e-transfers cleared by the bank, and record any associated bank fees.
    - Once updated, email along with meeting minutes to the staff and PRC representatives to be uploaded to the digital folder.

Committee / Council Budgets

- All events or budget requests must be presented and discussed at a committee meeting prior to being submitted to the REVP Office for consideration before the expense is incurred.
- Generally, committee / council funding is allocated yearly after the year-end financial packages, and annual budget requests are reviewed by the REVP and PRC Finance Committee. *See "How to Prepare a Budget Request" for more information.*
    - Off-cycle or supplemental budget requests can be submitted at any time throughout the year, to the REVP Office for approval in advance of any expenditure of funds.
    - If, for some reason, the committee / council does not proceed with an approved activity and wishes to use the funds for a different purpose, a request for approval must be submitted to the REVP Office before expending the funds.
- Committees / councils that are not in good standing cannot expend any funds or undertake any activities (even if there is no cost) until such time as they complete the necessary tasks to bring them into compliance and approved by the REVP.
- Any LWOP or travel expenses must be approved prior to the event. When it's time to submit a claim, the chair or treasurer should send an email to the Executive Assistant to the REVP, Vanessa Hruska at mailto:hruskav@psac-afpc.com and request a claim be created. Information required is name of the member, date of LWOP or travel, event or activity expenses were incurred at and number of hours of salary required. An event will be created in the online portal, and the member must submit their claim online. The REVP office will be invoiced from Ottawa after the claim is processed and will charge it to the appropriate line item.
- Any approved promotional materials/swag will be ordered from the REVP office by the Regional Political Communications Officer. This is to ensure that all items are union-made and in line with PSAC requirements. Requests throughout the year for promotional materials should be submitted for consideration with as much advance notice as possible as we do not keep a large supply of materials on hand.

Signing Authorities

- Bank signatories should be changed within 30 days of the election.
    - If the executive member resigns and/or new executive member is elected, the signing authorities must be changed within 30 days and a new Report of Bank Signatories submitted to the REVP office.
- Cheques must have two signatures and at minimum three executive members should have signing authority on the account (chair/president, treasurer and one other executive member).
- Members who no longer hold an executive position with a committee / council should not sign cheques.

Bank Statements

- All committee / council bank statements are to be mailed to their respective regional office.
- Online banking will be accepted providing the following parameters are met:

    a) The account will be view only,

    b) Passwords are stored safely and changed when executive members change,
        - Unless directly linked to the treasurer's (or executive member responsible) personal banking information, the password shall be given to the staff rep responsible for the committee / council.

    c) Ability to print or download statements is available.
- The regional admin staff will review and forward the statement to the staff rep assigned to the committee. If any concerns are noticed, the staff rep will advise the REVP and the chair/president of the committee / council.
    - Once reviewed, the admin staff emails a copy of the statement to the chair/president and the treasurer and uploads it to the digital folder.
- The account should be reconciled each month upon receipt of the bank statement.
- The admin will be responsible for maintaining a file of original bank statements with a retention period of 7 years; originals can be made available upon request.

Cheques

- Cheques should be written in the year after the expense was incurred to ensure financial records are reflective of the committee / council activities.
- If a single cheque was issued to reimburse or pay several expenses, the expense claim must clearly indicate the breakdown for each event/expense.
- For expenditures payable to other organizations, cheques should be made directly to the

organization.

  - Request if the organization can provide banking information and can accept a bank transfer as payment – such as e-transfer (if committee/council is set up for) or the REVP Office may be able to assist in facilitating a bank transfer.
  - A receipt from the organization must be obtained, and the transaction is fully documented.

- All voided cheques are to be recorded on the transaction log and retained with the cheque book and financial records.
- If an error was made or a cheque needs to be re-issued, the previous cheque must be voided and indicated on the transaction log, with no value, and a note that it was re-issued on Cheque XX. On the transaction log, the re-issued cheque should be shown with the value.

E-Transfers

- Committees / Councils may pay expenses by E-transfer ONLY if the banking institution has an option for 2-person authorization (often referred to as an initiator/requestor and an authorizer).
  - Any committee / council using E-transfers may be required to provide information from the banking institution verifying that 2 signatories are required to approve an E-transfer.

Security Measures

- The cheque book and or cheques are to be kept in the regional office either with the staff rep assigned or in the committee / council locked storage.
  - For committees / councils outside of the regional office area, the cheque book and or cheques should be held by one executive member, and it should be known by the executive as to who is responsible.
  - Cheque books and or cheques may be taken to events or activities if expenses need to be paid but should be returned as soon as possible to the regional office. It should be known by the committee / council where the cheque book and or cheques are at all times.
- In the event a cheque book and or cheques are lost or stolen, it must be reported to the staff rep and the REVP office immediately. Depending on the circumstances, it may be appropriate to advise the bank.

HELPFUL FINANCIAL TIPS

- Things to confirm before issuing a cheque/e-transfer:
    - Is the expense related to an approved activity on the annual budget allocation? If not, has approval for the expense been requested from the REVP office?
    - Was the expense approved at a committee/council meeting?
    - Has an expense claim been completed (Appendix E)?
    - Do you have documentation (receipt or email) attached to your financial records?
- Keep a copy of the transaction log with your cheques so you can immediately log the information right after you write the cheque. Then update the digital file when you reconcile and send it to the staff/PRC representative to upload it to the digital folder.
- Changes to approved budget requests must be submitted to the REVP before expenses are incurred.
- When ordering new cheques – ensure the numbering does not start at #1 – but use continuous numbering.
- Cheques stale-date within 6 months.
    - The treasurer should regularly review outstanding cheques when reconciling the bank account. If a cheque has not been cashed and is coming close to the stale date, the treasurer should contact the payee and request that the cheque be deposited before the 6-month deadline.

ANNUAL REPORTING PACKAGE

At the end of the calendar year, each committee / council must submit an annual reporting package, through their respective PRC representative to the REVP's office.

A new digital folder system has been rolled out for 2026, designed to support committees / councils and alleviate some of the administrative burden experienced during the annual reporting process. The regional staff rep/admin and PRC representatives will have access to this digital platform (OneDrive) and will assist committees / councils with the uploading of necessary financial documents throughout the year, so they are easily accessible during the year-end review.

Preparing for Package Submission

- Committees/council executives should be reconciling and updating their financial documents throughout the year, to streamline the completion of the reporting package process at the end of the year.
- The treasurer should begin their preparations in January, by using the Financial Document Review Checklist (Appendix X) to ensure all reporting requirements are

complete before submission to their respective PRC representatives by the deadline.

- To be considered a committee/council in good standing and receive funding, the following reporting requirements must be in the committee's/council's digital folder:
    - Committee / Council Annual Report Cover Sheet
    - Current Committee/Council Executive Contact information
    - Current Bylaws or Terms of Reference
    - Notices and Minutes of each meeting held for the fiscal year
    - Minutes of the Annual General Meeting in the new fiscal year (indicating approval of the Financial Statement adoption)
    - Report of Bank Signatories
    - Transaction Log for the whole fiscal year, and the new fiscal year (January 1st up to Feb. 28th or up to the date the package was submitted to the PRC representative for review)
    - Annual Financial statement
    - Copies of bank statements for January through December (must include the January 1st opening balance and if not on the January statement include the previous year December statement)
    - Budget Request for new fiscal year (including meeting minutes at which budget was passed.
    - A copy of the previous year's approved budget/summary from the REVP Office.
- Liaise with the chair/president to prepare a preliminary budget for the new fiscal year and determine when it will be presented to the committee/council for discussion and approval.
    - **Note:** A budget request is not mandatory for the reporting package, but all other documents must be submitted. The committee / council may discuss budget plans at a meeting other than the Annual General Meeting and then submit the budget request to the REVP Office (along with the meeting minutes showing approval).

Package Submission

Once all reporting requirements are confirmed to be in the digital folder, email the respective PRC representative to indicate package submission completion **no later than March 1st**.

- Area Councils submit to their respective PRC Geo representative, for your geographical area.
- All RWC's submit to the PRC RWC representative.

- Human Rights Committees
    - For equity specific committees, records should be submitted to the appropriate PRC representative (e.g. RIPC submits to the PRC Indigenous rep).
    - Human Rights Committees will be divided amongst the PRC Equity representatives each year and HRC's will be notified as to who to submit to.
- Young Workers Committees submit to the PRC Young Workers representative.

Each PRC representative will verify that all required information has been submitted and is accurate. The PRC representative with liaise with the committee/council if any discrepancies are found or information is missing prior to submitting the final package to the REVP's office **no later than March 15th.**

Committees / councils who have not submitted all the information to their PRC rep prior to March 1st may not receive funding for the calendar year. Committees / councils not requiring additional funds for the year are still required to submit all documentation and a budget indicating their actions for the upcoming year but that they are not requesting additional funds.

Reporting Package Review

The REVP and PRC Finance Committee will review these packages to determine whether a committee/council is in good standing and issue an allocation letter outlining approved budget and additional notes/announcements for the year.

If not in good standing, the committee will receive an allocation letter with any outstanding action items, which must be completed before any event expenditures may be made or additional funding allocated.

Appendix A

Templates & Financial Resources

To support consistent and accurate information and financial reporting, standardized templates have been developed for use by regional committees and councils. These templates are intended to simplify budgeting, expense tracking, and reporting to ensure submissions meet approval and audit requirements.

Committees and councils are expected to use the applicable templates when submitting financial information to the REVP Office.

The following fillable templates are available on the PSAC Prairies website – use the link below for the current versions.

Regional Committee / Council Resources page

- Committee / Council Annual Report Cover Sheet
- Committee / Council Executive Contact Information
- Report of Bank Signatories
- Expense Claim
- Agenda Template
- Minutes Template

The Resources page also contains annotate samples and examples that may be used to help guide the proper way to fill out or use these templates.

A live Financial Training session was hosted and recorded in 2024 which may also be used to answer any questions regarding financial procedures HERE.

Appendix B
TRANSACTION LOG EXAMPLE

- 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.

Date Issued	Chq #	Payable To or Received From	Transaction Description	Cheque & Debits	Deposits & Credits	Balance	Date Transaction cleared Bank Acct
31-Dec-22						213.50	
10-Jun-23	952	REVP	Allocation		1200.00	1413.50	6/10/2023
2-Jul-23	18	Local 11111	Donation for Garden Project		100.00	1513.50	7/2/2023
5-Jul-23	63	Local 22222	Donation for School Supply Program		250.00	1763.50	7/5/2023
30-Sep-23	NA	Bank	Interest		6.75	1770.25	9/30/2023
16-Oct-23	8	Jane Smith	Food for Sept meeting and Garden project supplies	150.67		1619.58	10/20/2023
24-Oct-23	9	VOIDED	Lost cheque replaced by Chq 11	0.00		1619.58	11/12/2023
24-Oct-23	10	Bob Cool	Garden Project supplies	452.35		1167.23	12/1/2023
26-Nov-23	11	Jane Smith	Food Bank Project (replacement for Cheque #9 - cheque was lost)	100.00		1067.23	1/3/2024
26-Nov-23	E-TR	Susan George	Food for Oct. meeting	63.14		1004.09	11/26/2023
29-Oct-23	12	George School	Breakfast Program	100.00		904.09	1/5/2024
10-Nov-23	13	Jane Smith	Meeting Expense from 2022	25.00		879.09	11/14/2023
14-Nov-23	14	VOIDED	Cheque voided	0.00		879.09	n/a
14-Dec-23	NA	Bank	Charge for new cheques	42.50		836.59	12/14/2023

Start of a new fiscal year

Date Issued	Chq #	Payable To or Received From	Transaction Description	Cheque & Debits	Deposits & Credits	Balance	Date Transaction cleared Bank Acct
31-Dec-23						999.73	12/31/2023
10-Feb-24	13	Meeting Expense	2023 AGM	54.80		944.93	2/12/2024
14-Feb-24	14	George School	Breakfast Program	100.00		844.93	3/15/2024
28-Feb-24	E-TR	John Jones	Food for 2024 AGM	84.72		760.21	2/28/2024

Appendix C

How to Prepare an Annual Financial Statement

	SESAME STREET AREA COUNCIL ANNUAL FINANCIAL STATEMENT January 1, 2023 to December 31, 2023		
		Amount Approved for 2023	Actual
	Bank Balance, as of January 1, 2023 (as shown on Bank Statement)		$213.50
A	**REVENUE**		
	Prairie Region Allocation (total of all deposits)		$1,200.00
	Bank Interest		$8.75
	Other:		
	Local 11111 Garden project donation		$100.00
	Local 22222 School Supply program donation		$250.00
	Total Revenue		**$1,556.75**
B	**EXPENSES**		
	Previous year expenses (cheque written previous year but not cleared until current year AND cheques written in current year for previous year expenses		
	Chq 13 - Jane Smith - Food for 2022 meeting		$25.00
	Meeting Expenses	**$360.00**	
	Chq #8 - Jane Smith - Food for Sept meetings		$69.36
	E-TR - Susan George - Food for Oct meeting		$63.14
	Activity / Event Expenses		
	Garden Project	**$750.00**	
	Chq #8 - Jane Smith - Supplies		$81.31
	Chq #10 - Bob Cool - Supplies		$452.35
	Food Bank Project	**$300.00**	
	Chq 11 - Jane Smith - Supplies (replaces void Chq #9)		$100.00
	School Lunch Project	**$100.00**	
	Chq #12 - George School - donation for lunch supplies		$100.00
	Other		
	Purchase new cheques	$0.00	$42.50
C	**Total Expenses**		**$933.66**
D	**BALANCE AVAILABLE - TOTAL NET INCOME**		**$836.59**
E	Total Outstanding Cheques (written in current year but not cleared by bank)		
	Chq #11		$100.00
	Chq #12		$100.00
F	**Bank Balance, as of December 31, 2023** (Balance available plus any cheques that did not clear the bank before Dec. 31st - Should match the Dec. 31st Bank Statement balance)		**$1,036.59**
G	NOTES:		

Title
Should indicate the committee / council name and the fiscal period being reported

Bank Balance
- This amount equals the exact bank balance on January 1st of the current fiscal year

Section A – Revenue
- All sources of revenue should be reported in this section

Section B – Expenses
- "Previous Year Expenses" section
    - Note any cheques that were written in the previous fiscal year, that have yet to actually clear the bank.
    - Note any cheques/e-transfers that were issued in the current fiscal year for previous fiscal year expenses
- Meeting expenses include room rental if applicable and any food or refreshments purchased for the meeting,
- Cheque number and payee should be recorded for all expenses
- Each activity/event and amount approved from the REVP Allocation Report, along with any related expenditures and actual funds spent on each activity/event
- If a single cheque or e-transfer covers multiple expense categories or activities, record the same cheque number under each applicable activity/event and list the specific portion of the cheque or e-transfer allocated to that event/project. The total of all listed amounts must equal the payment amount shown on the transaction log.

Section D – Balance Available
- Formula is: (Jan. 1st bank balance + revenue (Section A)) – expenses (Section B))
- This amount shows the remaining balance available once all expenses are withdrawn from the account.

Section E – Outstanding Cheques
- All cheques issued in the current fiscal year have not yet cleared the bank.

Section F – Ending Bank Balance
- Formula is: (Balance Available (Section D) + Outstanding Cheques (Section E))
- This amount must equal the exact bank balance on the December bank statement. If the totals do not match, you will have to review the financial statement to make sure all amounts are correct and that all items are reported on the statement

Section G – Notes
- Note any specific information, such as funds reserved for a specific purpose (and why) or to provide further detail on any line item.

Appendix D

How to Prepare a Budget Request

Preparation of your budget request can take some time to develop, so sufficient time should be allotted at your meeting.

The committee / council should first have a discussion on what your priorities are, along with any priorities identified for your committee/council from the national or regional level.

Events and activities should be achievable. It is best to base your request on what you know can be achieved versus planning for too much and not following through.

The staff rep assigned to your committee/council can assist you with having a discussion on priorities and activities as well as the budgeted amounts.

For events where more than one committee/council participates:

- Sometimes committees/councils will all participate in an event, and all submit budget requests for the same event (e.g. Labour Day). To ensure that we can track the full cost of each event, one committee/council should take responsibility for the planning of an event and request funding. The other committees/councils can most certainly participate, but this way the full cost can be tracked and assigned to the appropriate line of item.
- The activity can and should still be put on your budget request with a note that the “XX” committee / council is taking the lead and requesting the funds.

	1	**SESAME STREET AREA COUNCIL**			
	2	**BUDGET REQUEST**			
	3	**2017**	**A**	**B**	**C**
	4	**EXPENSES**	**AMOUNT REQUESTED**	**LOSS OF SALARY** If required, please indicate # of hours in total per event	**SWAG Y or N**
	5				
D	6	**Meeting Expenses**			
	7	**(detail specifics such as room rental, food costs, conference calls, etc. on separate lines)**			
	8	Food for 4 meetings at $35 each	$140.00		
	9				
	10				
	11				
E	12	**Donations***			
	13	Food Bank - Garden Project (ongoing)	$100.00		
	14	George School - Breakfast Program (ongoing)	$100.00		
	15				
	16				
F	17	**Event/Project Expenses****			
	18	Solidarity Brunch	$1,000.00	7.5	Y
	19	Labour Movie Night	$750.00		
	20	Remembrance Day	$100.00		
	21	Labour Day	$1,000.00	4.0	Y
	22				
	23				
G	24	**Other**			
	25	Bank charges	$20.00		
	26				
	27				
	28	**TOTAL PROJECTED EXPENSES**	**$3,210.00**	**11.5**	
	29				
H	30	Balance Available at December 31, 2016	$899.73		
	31				
I	32	**TOTAL BUDGET REQUEST FOR 2017**	**$2,310.27**		
	33				
	34	*Please indicate if donations are ongoing or new.			
	35				
J	36	****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.			

Title
Should indicate the committee / council name and the current fiscal year.

Section A – Amount Requested
- Total amount of funds requested per event/project, not including loss of salary or swag required

Section B – Loss of Salary
- If loss of salary is anticipated for an event, enter the total # of hours requested (for all members that will be claiming). If the hours are approved in the allocation, the committee / council must advise the REVP office so that an event can be created in the online member expense portal.

Section C – Swag Required
- If swag is required for an event, contact the Staff rep to determine what is available. The Staff rep may contact the Regional Political Communications Officer to discuss type and amount required and availability of existing swag.

Section D – Meeting Expenses
- Cost for room rental or a light meal should be indicated. It is accepted that a light meal or snack be provided for meetings scheduled after regular work hours, but this amount should be kept to a minimum and relative to the number of members attending.

Section E – Donations
- Donations are permitted, but preference is given to organizations where committee / council members volunteer in addition to the donation. Note whether the donation is ongoing support or a new donation.

Section F – Events/Project Expenses
- Each event or project should be entered on a separate line.

Section G – Other
- Other expenses that do not fit into categories above (such as bank charges, etc.).

Section H – Balance Available
- This amount must equal the available account balance (obtained from Section D of the previous fiscal year Financial Statement, not the current bank statement balance).

Section I – Total Budget Request
- Difference between total projected expenses and balance available

Section J – Breakdown of costs
- A cost breakdown is required for all requests, before approval can be considered, and should outline costs such as rentals, food, registration fees, supplies, etc. The breakdown may be included at the bottom of the budget request or provided on a separate sheet. An example and template is available on the Prairies website under Committee Resources at <insert link>

Appendix E

How to Review or Reconcile Financial Documents

Rather than leaving reporting and compliance requirements to be addressed at year-end, committees/councils are encouraged to review or reconcile the following monthly, or at least before each meeting:

- Meeting minutes and notices
- Financial reports and transaction log
- Bank statements
- Expense claims and receipts

To support committees and councils in meeting their responsibilities, this checklist is intended to guide regular reviews of meeting records and financial documentation throughout the year.
This checklist may also be utilized by the assigned PRC representative as part of ongoing engagement and check-ins with the committee/council to promote accountability and provide early identification of any gaps with reporting requirements.

Area		Actions
Meeting Minutes & Notices		Meeting notices are being posted/sent at least 2-weeks before meeting. Meeting minutes identify attendees (names, Component/DCL, Local #, voting rights and guests/observers) Meeting minutes indicate/include: • event or budget discussions and requests, • motions to pay expenses, • financial updates with current bank balance, expenses paid or revenue received since last meeting, • elections, • discussions and approvals of resolutions, • corresponding documents/information attached (financials, budget breakdowns, resolutions, etc.) Meeting minutes (draft or approved) are posted on website within 30 days of the meeting. Verify if at least 4 meetings or are on track to have 4 per year

Bank Statements		• Bank statements have been received for the current month (may take 2-4 weeks to receive). • Have all pages of statement been scanned/uploaded • Reconcile bank statements to the transaction log: o Are all transactions showing on the log? o Is the date a cheque cleared bank recorded on log? o Opening/closing or running balances match?
Transaction Log		• Are expenses being entered or tracked as they are made (i.e. cheque written on Mar 7 shows as an entry for Mar 7, with corresponding date entered for when it cleared bank) • Are cheques being written in numerical sequence? • Are any cheques missing or not accounted for (void, not issuing in sequence)? If yes, are there notes for reasoning? • Transactions for new fiscal year are entered (up to Feb 28). • Any cheques nearing stale date (6 months) for follow-up
Expense Claim		• Each expenditure has a corresponding expense claim form. • Expense claims are complete and accurate? o All fields fill-in or complete? o All receipts are attached? o Expense was approved in budget? If not, the off-cycle or supplemental approval is attached? o If claim is for multiple expenses/events, a breakdown is included?

Reporting Package Requirements		Annual Report Cover Sheet Current Committee/Council contact Info Copies of all meeting notices Copies of all meeting minutes (draft minutes okay for recent meeting or new fiscal year AGM) Current Bylaws or Terms of Reference Copies of bank statements for January-December Report of Bank Signatories Copy of Transaction Log All expense claims and corresponding receipts Annual Financial Statement Copy of previous year's approved budget/summary from REVP Office Budget Request for new/current fiscal year