

AMERICAN FEDERATION OF STATE, COUNTY  
AND MUNICIPAL EMPLOYEES, AFL-CIO  
1625 L Street NW, Washington, DC 20036

Lee Saunders  
President

Elissa McBride  
Secretary-Treasurer

LOCAL UNION ANNUAL FINANCIAL REPORT  
FOR THE CALENDAR YEAR ENDED DECEMBER 31, 2021  
OR THE FISCAL YEAR ENDED \_\_\_\_\_, 2022

INSTRUCTIONS

This report is to be prepared, signed, and submitted to Secretary-Treasurer Elissa McBride by mail or electronically by following the instructions at [www.afscmetreasurer.org/forms](http://www.afscmetreasurer.org/forms). A copy of the report should be retained in the local union files. For those locals operating on a calendar year (January through December) fiscal period, the report is due no later than May 15 of each year. For those locals who have a fiscal period other than a calendar year, the report must be filed within 4½ months after the end of their fiscal year. Retiree Chapters and Retiree Subchapters are not required to fill out this report.

**PART I – Description of Financial Records and Procedures**

Answer each of the following questions regarding the financial records and procedures of the local union. If additional space is needed for your answers, please use the space provided on page 4, attach additional sheets as necessary and refer to the appropriate question or line number.

General

1. a. Local Union # \_\_\_\_\_ b. Affiliated with Council # \_\_\_\_\_  
c. Current # of Members \_\_\_\_\_ d. Employer Identification # \_\_\_\_\_  
e. Local Union Name \_\_\_\_\_  
f. Street Address or P.O. Box # \_\_\_\_\_  
g. City \_\_\_\_\_ h. State \_\_\_\_\_ i. Zip Code \_\_\_\_\_

2. The local union financial records are in the custody of:

Name \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone Number\* (including area code) \_\_\_\_\_

Daytime Number (including area code) \_\_\_\_\_

Personal Email \_\_\_\_\_

Chapters

3. Does the local have chapters or other divisions? Yes \_\_\_\_\_ No \_\_\_\_\_  
If YES, how many? \_\_\_\_\_  
Also attach list of chapters with locations and names of chapter chairpersons.

Expenditures- Spending

4. Are all disbursements made by checks that require two signatures? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Does your local have a petty cash fund? Yes \_\_\_\_\_ No \_\_\_\_\_  
If YES, what is the maximum fund kept on hand? \$ \_\_\_\_\_

\* By providing your cell phone number you consent to receive calls (including recorded or autodialed calls, or texts) at that number from AFSCME and its affiliated labor, political, and charitable organizations on any subject matter. Your carrier's rates may apply. You may modify your preferences at <https://www.afscme.org/tcpa>



**PART III – Financial Statements**

All local unions must complete the information requested in the “Statement of Receipts and Disbursements” below and “Statement of Assets Owned and Debts Outstanding (Liabilities)” on page 4. If the local retains a CPA or Public Accountant, the Accountant’s annual financial statement(s) may be substituted for pages 3 and 4 ONLY IF the local completes page 1 and page 2 of this report, and the local’s President and Secretary-Treasurer sign and date page 4.

**STATEMENT OF RECEIPTS AND DISBURSEMENTS**

**Receipts During Year**

- 1. Dues received directly from employer: \$ \_\_\_\_\_
- 2. Local share of dues forwarded directly from Council: \_\_\_\_\_
- 3. Insurance premiums collected from members: \_\_\_\_\_
- 4. Other receipts (Attach list – fundraisers, interest, initiation fees, etc.) \_\_\_\_\_
- 5. TOTAL RECEIPTS (Add items 1 through 4): \$ \_\_\_\_\_

**Disbursements During Year**

- 6. Affiliation Fees and Per Capita Tax paid directly by local to:
  - International \$ \_\_\_\_\_
  - Council \_\_\_\_\_
  - Other Labor Bodies \_\_\_\_\_
- 7. Surety Bond Premium: \_\_\_\_\_
- 8. Accounting/Legal/Arbitrations: \_\_\_\_\_
- 9. Negotiations: \_\_\_\_\_
- 10. Salaries/Lost Time/Allowances: \_\_\_\_\_
- 11. Payroll Taxes: \_\_\_\_\_
- 12. Reimbursed Dues: \_\_\_\_\_
- 13. Officer Reimbursed Expenses: \_\_\_\_\_
- 14. Conferences/Conventions: \_\_\_\_\_
- 15. Picnics/Parties: \_\_\_\_\_
- 16. Rent/Utilities: \_\_\_\_\_
- 17. Printing/Copying: \_\_\_\_\_
- 18. Office Supplies: \_\_\_\_\_
- 19. All Other Disbursements (Attach List): \_\_\_\_\_
- 20. TOTAL DISBURSEMENTS (Add items 6 through 19): \$ \_\_\_\_\_
- 21. EXCESS (DEFICIT) RECEIPTS OVER DISBURSEMENTS FOR YEAR \$ \_\_\_\_\_

