


AFSCME FINANCIAL STANDARDS CODE- REVISED MARCH 2024


- Article I - Article XI
- Appendices
- Glossary of Terms
- Trustees Audit Guide
- Trustee Audit Checklist



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AFSCME'S FINANCIAL STANDARDS CODE

Article VI Expenditures Procedures



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Goals

- LEARN**
- UNDERSTAND**
- ACCESS**

LEARN


The important provisions of Article VI of the AFSCME Financial Standards Code

UNDERSTAND

The procedures for making union expenditures by writing union checks or by electronic transactions.

ACCESS


AFSCME's website to see other FSC Videos and the Financial Standards Code



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Article VI - Expenditures - Procedures

- Authorized Expenditures should be made by Union Check, Electronic Funds Transfer (EFT), Automated Clearinghouse (ACH), or electronic bill payments
- Cash Withdrawals from Union bank accounts are Strictly Prohibited



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Check Signatories

All Checks must be Signed by Two Officers

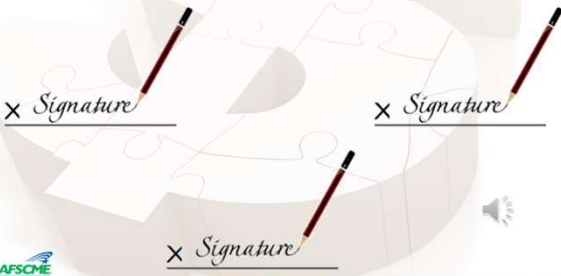


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Check Signatories

It is recommended that at least **Three (3) Signatories** be Registered with the bank for each **Affiliate Account**



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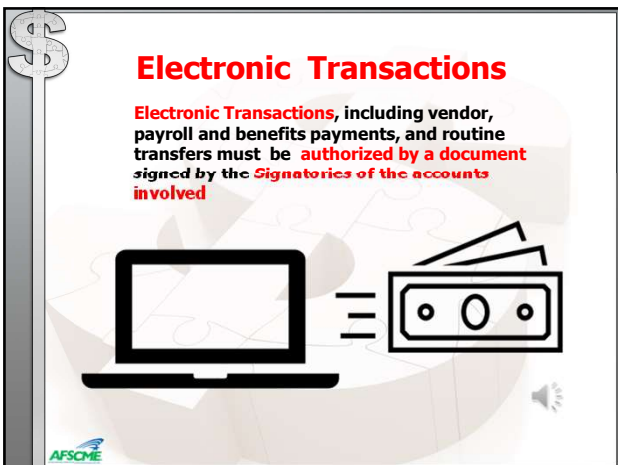
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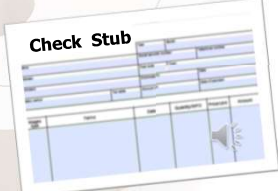
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Issuing Payments

Enter the **Date, Amount, Check Number, Payee and Purpose** on the **Check Stub** or **Check Register**




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Issuing Payments

Before you **write a check** or **issue an electronic payment**, you need:

- Authorization
- Documentation
- Explanation




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Issuing Payments- Documentation

Payment to vendors should be supported by an invoice.

Payments to an officer or a member, should be supported by an expense report or payroll register




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\$ Issuing Payments – Union Purpose

- You should make sure that you understand the explanation of the union business purpose of the payment
- The authorization, documentation and explanation of an expenditure must be clear to each approving signatory prior to issuing the payment.
- Never issue a payment that does not have proper authorization, adequate supporting documentation, and a legitimate union business purpose




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\$ No Cash Payments

Checks may Not be Made Out to Cash

Checks are written to:



- **Individuals**
- **Vendors**



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\$ Organizing Paid Bills

- Adequate documentation **must be maintained** to support payments
- Write **Check Number, Date, and Check Amount** on the **Face of the Bill, Invoice or Expense Report**
- **File Paid Bills** in an orderly manner




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ATM Cards

Bank Debit Cards or ATM Cards are Prohibited and may Not be Used under any Circumstances



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Cash Transfer Applications

- PayPal
- Venmo
- Zelle

May not be used to disburse union funds due to excessive transaction fees and lack of effective audit trails



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Secretary-Treasurers Online Resource Website

www.afscmetreasurer.org

Check it Out



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