

# Auditor's Report

*Note—other report formats such as those commonly used by accounting firms are also acceptable as long as all relevant data contained herein appears on that report.*

To the members of \_\_\_\_\_ Local No \_\_\_\_\_

I have examined the balance sheet of  
Local No \_\_\_\_\_ as at June 30, 20\_\_\_\_ and the statement of revenue and expenditure for the year  
then ended. These financial statements are the responsibility of the local's management.

I have conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance that the statements are free from material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the estimates made by management as well as evaluating the overall financial statement presentation.

In my opinion the attached statements present fairly, in all material respects, the financial position of the Local as at June 30, 20\_\_\_\_ and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

Date: \_\_\_\_\_, 20\_\_\_\_\_

Signed

Name \_\_\_\_\_

Address \_\_\_\_\_

Town/City \_\_\_\_\_

Postal Code \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Treasurer's Name \_\_\_\_\_

Address \_\_\_\_\_

Town/City \_\_\_\_\_

Postal Code \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_



# Annual Report—Part II

Local Name:

## STATEMENT OF REVENUE AND EXPENDITURE

FOR THE YEAR ENDING June 30, 20\_\_\_\_\_

### REVENUE

Provincial Fee Rebate		\$ _____
Local Supplementary Levy		_____
Interest		_____

### Grants-In-Aid from Provincial Office:

ARA	\$ _____
Summer Conference	_____
Communications	_____
PDACs	_____
Regional Conferences	_____
TWACs	_____
Other (list)	_____

_____	_____
_____	_____
_____	_____

Total Grants-In-Aid	_____	_____
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### Other Revenue:

_____	_____
_____	_____
_____	_____

Total Other Revenue	_____	_____
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TOTAL REVENUE for Current Year	_____
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TOTAL EXPENDITURE for Current Year - (from page 3)	_____
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SURPLUS/DEFICIT* for Current Year (carry forward to page 4)	\$ _____
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\* Strike out inapplicable word (surplus or deficit)

**Statement of Revenue & Expenditure (cont'd), p 2**

EXPENDITURE

ARA		\$ _____
Summer Conference		_____
Convention		_____
Executive Expenses:		_____
Travel	\$ _____	
Other (list)		_____
_____		_____
_____		_____
Local Administration:		_____
Bank Charges and Exchange		_____
Insurance		_____
Office Rent		_____
Printing, postage, stationery, supplies		_____
Salaries and Benefits		_____
Sublocal Grants:		
Regular—No _____		_____
Special—No _____		_____
Telephone and Telegraph		_____
Other Expenses (list)		_____
_____		_____
Local Council:		_____
Meeting Expense		_____
Printing and Postage		_____
Travel		_____
Other (list)		_____
_____		_____
_____		_____
Honoraria:		_____
President		_____
Secretary		_____
Treasurer		_____
Other (list)		_____
_____		_____
_____		_____
Salary Negotiation:		_____
Economic Policy Committee		_____
Interpretation Committee		_____
Negotiating Committee		_____
REPC		_____
Salary Seminar		_____
Other (list)		_____
_____		_____
_____		_____
_____		_____
Subtotal—carry forward to page 3 .....		\$ _____

**Statement of Revenue & Expenditure (cont'd), p 3**

EXPENDITURE (cont'd)

Subtotal carried forward from page 2 ..... \$ \_\_\_\_\_

Audit \_\_\_\_\_

Executive Expenses:

Inductions \$ \_\_\_\_\_

Retiring Teachers \_\_\_\_\_

Other (list) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Research: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Professional Development:

Committee \_\_\_\_\_

Seminars \_\_\_\_\_

Other (list—eg, T Ed & Cert) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Communications and Public Relations:

Committee \_\_\_\_\_

Publications (eg, Newsletter) \_\_\_\_\_

Publicity \_\_\_\_\_

Public Relations \_\_\_\_\_

Seminars \_\_\_\_\_

Other (list) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Expenditures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL EXPENDITURE—carry back to page 1 \_\_\_\_\_

Local Name:

**BALANCE SHEET**  
**AS AT June 30, 20 \_\_\_\_\_**

ASSETS

Cash in Bank	\$ _____
Accounts Receivable	_____
Investments	_____
Fixed Assets	_____
Other Assets (list)	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL ASSETS (must agree to "TOTAL LIABILITIES AND SURPLUS")	\$ _____

**LIABILITIES AND SURPLUS**

LIABILITIES

Accounts Payable	\$ _____
Other Liabilities (list)	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Liabilities	\$ _____

SURPLUS

Surplus (deficit) as at (end of last fiscal year)	_____
Surplus (deficit) for current year (page 1)	_____
Surplus (deficit) as at end of current fiscal year	_____
TOTAL LIABILITIES AND SURPLUS (must agree to "TOTAL ASSETS")	\$ _____