



Local Name: _____
Completed by: _____

Date prepared: _____
Q1: Jan. - Mar. Q3: July - Sept } Circle Report Quarter
Q2: Apr. - June Q4: Oct. - Dec. }

SECTION 1: Ledger

Ledger Opening Balance (line 4 from last quarter) _____ (1)

ADD: REVENUE

	DATE RECEIVED	AMOUNT
Rebates	_____	_____
	_____	_____
	_____	_____
	_____	_____
Bank interest	_____	_____

Stale dated cheques (cheques dated 6 months or more and not yet cashed)

Cheque # _____

other (explain) _____ → _____ (2)

DEDUCT: EXPENSES (Must be approved by Local membership meeting with quorum, submit minutes of meetings)

Bank Charges	_____
Cell Phone/Internet	_____
Donations	_____
HEU Convention Expenses	_____
Honorariums	_____
Local Building	_____
Local Bursaries	_____
Local Events (explain)	_____
Local Meeting Expenses	_____
Member Education (Wages & Expenses)	_____
Office Supplies	_____
Per Capita Expenses (Labour Council)	_____
Retirement Gifts/Goodwill	_____
Other Expenses (explain)	_____ → _____ (3)

Ledger Closing Balance = (1) + (2) - (3) _____ (4)*

SECTION 2: Bank Statement

Name of Bank/Credit Union: _____

Address: _____

Bank Statement Ending Date: _____

Bank balance at end of quarter (per bank statement, submit copies) _____ (5)

DEDUCT: Outstanding cheques (issued & recorded in the ledger but not yet cashed)

Cheque #	_____	\$	_____
	_____		_____
	_____		_____

→ _____ (6)

Net Bank Balance = (5) - (6) _____ (7)*

*(4) must equal (7)

Additional information (if applicable)

Savings Deposit _____

Term Deposit _____

Bank/Equity Shares _____

SECTION 3: Trustees Signature

As trustee of the Local, I have examined the books and ensure that this Quarterly Report was completed correctly and that all information is accurately reflected for the Local's activities.

Trustee: ① _____ ② _____ ③ _____
(Signature)

(Print Name)