

## Local 2887

### Executive Board Meeting -- May 12, 2015

The regular meeting of the AFSCME Local 2887 Executive Board was called to order on Tuesday May 12, 2015 at SIUe Lovejoy Library, room 2017 by Anne Hunter, President.

Executive Board and Trustee Members Present -- Vicki Daggett, Sherie Gottlob, Marlee Graser, Tracy Hancock, Anne Hunter, Lori Huntley, Janice Kolkovich, Diane Schilling, Vickie Sumner

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#### **Review of Agenda:**

Anne Hunter distributed agendas for the meeting.

#### **Approval of Minutes:**

Minutes were reviewed and a motion was made to approve by Sherie Gottlob and seconded by Tracy Hancock.

#### **Reports of Officers**

##### **President Report -- Anne Hunter**

Welcome to two new trustees -- Tracy Hancock and Janice Kolkovich

Local 31 is coordinating a conference call to focus on higher education that Ed LaPorte will participate in. The average wage for our local has been determined to be \$15.04 an hour. A review of the membership list provided from Human Resources does not match the locals list. A line by line review has been done and members of the executive board have been asked to assist in confirmation of information by reaching out to members. Errors with the seniority list have been discovered and these need to be corrected.

The Community Worker meeting in East St. Louis on April 13<sup>th</sup> went well. A decision to close or consolidate one of the centers has been made.

There is a vacancy on the Staff Senate for a represented slot. An opening on the policy and budget committee for the Staff Senate is also open. One of the items to be discussed at the next Staff Senate meeting will be ride finding/sharing.

President Dunn reviewed Governor Rauner's proposed budgets cuts from a flat cut up to 31.5% and what that means to the university community.

A new t-shirt graphic has been proposed and the local is considering purchasing several of them as promotions for new membership.

##### **Vice President -- Vacant**

##### **Secretary -- Lori Huntley**

Nothing to Report

**Treasurer – Sherie Gottlob**

The combination of accounts was discussed. A recommendation to close the Bank of Edwardsville account was made by Lori Huntley and seconded by Vicki Daggett.

**Trustee Report – Marlee Graser**

The trustee report was distributed and discussed. The role of the trustee was covered to inform the two new trustees of their duties.

**Reports of Committees**

**PEOPLE – Chair needed**

The Pension legislations was overturned so no changes to current retiree benefits will be made at this time. The PEOPLE website will be updated.

**Solidarity – Chair needed**

Nothing to report. A meeting will be scheduled

**Steward Report – Vacant**

Retraining of current stewards was discussed. A meeting will be scheduled.

**Old Business:**

Anna Broadfoot had been approved to attend Financial Standards training. Anna is no longer at the university so a motion was made by Lori Huntley to approve funding for Financial Standards training reimbursement to be provided to Janice Kolkovich. Vickie Sumner seconded.

**New Business:**

A Next Wave Conference is scheduled in St. Louis June 12-14<sup>th</sup>. This conference is geared to the newest/youngest members of the union.

A motion was made to adjourn the meeting at 6:10 p.m. by Vickie Sumner

Respectfully submitted --

Lori Huntley

**AFSCME Local 2887  
Treasurer's Report - April 2015**

Balance on hand 3/31/15 \$7,306.57

**Notes**

**INCOME:**

Rebates

\$0.00 *April rebates show up 5/1/15*

**Total Income**

**\$0.00**

**EXPENSES:**

Administrative

April payroll

\$294.40

Campus PO Box

\$35.00

YCG Accounting-final

\$40.00

USPS - postage stamps

\$9.80

Payroll Taxes

Illinois Dept. of Revenue

\$39.25 *State w/h*

US Treasury (1st QT 941)

\$496.90 *Fed w/h + SS & Med-Employer & Employee portions*

Meetings

None

**Total Expenses**

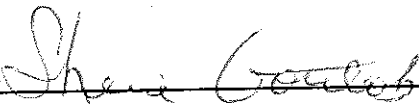
**\$915.35**

Balance on hand 4/30/15

**\$6,391.22**

**Treasurer Signature:**

**Date: May 12, 2015**



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First Quarter Trustee Audit of AFSCME Local 2887  
State of Finances and Compliance with Financial Standards: January - March 2015

To the Executive Board of AFSCME Local 2887:

I have completed a first quarterly audit of the financial position of AFSCME Local 2887 for AY2015 as determined by its reconciled financial statements, accounting practices, and records maintenance.

Statement of Responsibility:

Executive Board designees, such as recording secretary and secretary-treasurer, are responsible for the preparation and fair presentation of the Local's financial statements, practices, and the maintenance of all records in accordance with its own constitution as well as the AFSCME International Constitution and Financial Standards Code.

The trustees' responsibility is to complete, at least semi-annually, an audit of the financial position of the Local, including its financial statements, accounting practices, and records maintenance. The trustee is responsible for submitting recommendations based on the audit's findings to the Executive Board to address non-compliance, help establish best practices, and increase transparency.

Audit Findings:

Attached is the completed Trustee Audit Checklist for January through March 2015. The checklist indicated only one case of non-compliance with AFSCME Financial Standards Code. This was indicated on line 1.3 (please see attached checklist). No monthly bank reconciliations were prepared for AFSCME bank accounts for the months of January and February. To come into compliance, it is my recommendation that bank reconciliations be prepared and attached to the bank statement for these two months. Monthly bank statements are now prepared and attached to each bank statement, beginning in March 2015, so there no future compliance issues are expected.

It is my further recommendation that the Executive Board, before the end of the second quarter of the year, establish best practices for the maintenance of the Local's financial records. The Local is currently in compliance; however, I strongly recommend that electronic copies be kept and redundantly saved on an external hard drive or cloud storage service. The benefit of this extra step would allow the Local to remain in compliance should the paper records be lost and would also provide for easier continuity and less loss of records when new officials are elected.

Respectfully Submitted

Marlee Graser  
AFSCME Local 2887, Trustee

1985 June 1 114 1247 to the Board of Directors  
The Board of Directors of the American Telephone and Telegraph Company

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## TRUSTEE AUDIT CHECK LIST

The answer to each of the following questions should be "YES". A "NO" response is a violation of the Financial Standards Code that should be investigated and reported to the affiliate's Executive Board.

	<i>Trustee Audit Questions</i>	<i>Answers</i>
1.0	Are bank statements and canceled checks (or front and back copies) maintained for each bank account?	Yes
1.1	Does each bank statement show the name and address of the local union?	Yes
1.2	Is a bank reconciliation prepared monthly for each bank account?	Yes
1.3	Is a completed bank reconciliation attached to each bank statement?	No
1.4	Are canceled checks (or front and back copies) returned by the bank along with the bank statements?	Yes
2.0	Is a canceled check (or front and back copy) on file to support each disbursement reflected on the bank statement?	Yes
2.1	Is each canceled check signed by two officers?	Yes
2.2	Is a cash disbursements journal or automated accounting system maintained?	
2.3	Is each check (including void checks) listed in the check register and cash disbursement journal?	Yes
3.0	Are bank receipts maintained for all deposits?	Yes
3.1	Are bank receipts matched to bank statements to confirm the deposit is recorded by the bank?	Yes
3.2	Is a cash receipts journal or automated accounting system maintained?	

	<b><u>Trustee Audit Questions</u></b>	<b><u>Answers</u></b>
3.3	<b>Is each cash receipt identified and explained in the checkbook and cash receipts journal?</b>	Yes
4.0	<b>If the local has a petty cash fund, is the balance (and checks to replenish it) \$100 or less?</b>	N/A
4.1	<b>If the local has a petty cash fund, are receipts on file to support each check used to replenish the petty cash fund?</b>	N/A
5.0	<b>Are minutes maintained for all Executive Board and general membership meetings?</b>	Yes
5.1	<b>Are all expenditures properly authorized by Executive Board or Membership vote on specific expenditures, recurring obligations, contracts, or annual budgets?</b>	Yes
5.2	<b>Do minutes of Executive Board or Membership meetings reflect specific approval of each unusual or large expenditure?</b>	Yes
6.0	<b>Do all expenditures serve a legitimate union purpose?</b>	Yes
7.0	<b>Are paid bills filed in an orderly and organized manner?</b>	Yes
7.1	<b>Are the check number, date and amount paid written on filed bills?</b>	Yes
7.2	<b>Is an expense report on file to document each reimbursement to officers, members and employees?</b>	Yes
7.3	<b>Are employee expense reports approved by appropriate supervisors?</b>	Yes
7.4	<b>Are officer expense reports approved by the Executive Board or a committee of officers selected for that purpose?</b>	Yes
7.5	<b>Do expense reports have adequate original receipts attached and is the union business purpose properly documented?</b>	Yes



	<b>Trustee Audit Questions</b>	<b>Answers</b>
8.0	If the affiliate has a credit card, are itemized expense reports on file that account for <b>each and every</b> credit card charge?	N/A
8.1	If the affiliate has a credit card, are itemized credit card charges reported on expense reports and reconciled to the credit card statement?	N/A
8.2	If the affiliate has a credit card, were itemized expense reports submitted by all authorized users prior to payment to the credit card company?	N/A
9.0	Are monthly financial statements prepared and given to the Executive Board and membership?	Yes
9.1	Do monthly financial reports reflect the following? - Income by source and total income      Yes <u>Y</u> No ___ - Expenses by type and total expenses      Yes <u>Y</u> No ___ - Total cash at month's start and end      Yes <u>Y</u> No ___ - A list of unpaid bills at month end      Yes <u>Y</u> No ___	Yes
10.0	Are lost time payments, officer allowances, and stipends supported by proper documentation, including approval in the minutes of membership or Executive Board meetings?	Yes
10.1	Are payroll taxes withheld from lost time payments, officer allowances, and stipends with W-2's issued for all these payments?	Yes
10.2	If the affiliate is required to file IRS Form 990 or 990-EZ (annual receipts total over \$50,000), has the form been filed on time (by May 15 or 4 ½ months after fiscal year end)?	Yes
10.3	If the affiliate's annual receipts are \$50,000 or less, was the electronic postcard IRS 990-N filed by May 15 <sup>th</sup> or 4 ½ months after the fiscal year end?	Yes
10.4	Did the affiliate file a Surety Bond Report for the past year? Due March 1st each year).	Yes
10.5	Did the affiliate file the Local Union Annual Financial Report for the past year? (Due May 15th or 4 ½ months after fiscal year end).	Yes

The answer to each of the following questions should be **"NO."** A **"YES"** response is a violation of the Financial Standards Code that should be investigated and reported to the affiliate's Executive Board.

	<b>Trustee Audit Questions</b>	<b>Answers</b>
<b>11.0</b>	<b>Are any checks pre-signed?</b>	<b>No</b>
<b>12.0</b>	<b>Are any checks made payable to "Cash"?</b>	<b>No</b>
<b>13.0</b>	<b>Does the affiliate have a Bank Debit Card or ATM Card?</b>	<b>No</b>