

**UNION OF NATIONAL DEFENCE EMPLOYEES
LOCAL FINANCIAL STATEMENTS
INSTRUCTIONS AND GUIDELINES**

The next set of audited financial statements due from locals must cover the period from October 1st, 2020 to September 30th, 2021. These must be received at the UNDE National Office, after approval at the local level, no later than December 31st, 2021, in order to receive the January rebate. Rebates will be held until Financial Statements have been received.

Attached for reference and use of each UNDE Local is a sample format for the preparation of Annual Audited Financial Statements. The set includes an Audit Report, Balance Sheet and an Income Statement.

The Audit Report shows the period covered by the financial statements and provides an opinion of the fairness and accuracy of the information contained herein. Should the auditors believe the statements are incorrect or incomplete, the reasons(s) why should be explained. The report should be signed by the auditors and dated, etc.

The Balance Sheet shows the local's assets, liabilities, and the members' equity as of September 30th of each year. $\text{Total Assets} = \text{Total Liabilities} + \text{Members' Equity}$. The items shown on the sample Balance Sheet are examples. Each local should show the value of each of its particular assets and liabilities as of September 30th.

The Income Statement shows the income received by the local and the expenses incurred during the period of October 1st to September 30th each year. Once again, the list of types of income and expenses are examples and each local should use these as a guide but should show breakdowns of income and expenses for their own local. $\text{Total Income} - \text{Total Expenses} = \text{Net Income}$ (or net loss if result is negative).

June Winger
National President

UNION OF NATIONAL DEFENCE EMPLOYEES LOCAL 30907
AUDITORS' REPORT
FOR THE PERIOD OCTOBER 1, 2020 TO SEPTEMBER 30, 2021

To the Members
UNDE Local 30907

We have examined the Balance Sheet, the Income Statement and the accounts of UNDE Local 30907 covering the fiscal period from October 1, 2020 to September 30, 2021. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests and other procedures as we considered necessary.

In our opinion, these financial statements present fairly the financial position of Local 30907 as at September 30, 2021 and the results of its operations for the year then ended in accordance with generally accepted accounting principles.



Name

Audit Team Member

Redcliff, AB October 17, 2021.

City, Province

Date of Signature

UNION OF NATIONAL DEFENCE EMPLOYEES LOCAL 30907
BALANCE SHEET
SEPTEMBER 30, 2021

ASSETS

Bank—Chequing Account Sept 30, 2021	\$ 8,295.17
Investment – GIC #5	\$ 6,979.76
Investment – GIC #7	\$ 7,000.00
Investment – GIC #8	\$ 7,000.00
Total Assets	\$ 29,274.93

LIABILITIES & MEMBERS' EQUITY

LIABILITIES

Accounts Payable	\$ 0.00
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MEMBERS' EQUITY

Balance - Oct 1, 2020	\$ 27,829.51
Net Income (Loss) for the year	\$ 1,445.42
Balance - Sept 30, 2021	\$ 29,274.93
Total Liabilities & Members' Equity	\$ 29,274.93

UNION OF NATIONAL DEFENCE EMPLOYEES LOCAL 30907
INCOME STATEMENT
FOR THE PERIOD OCTOBER 1, 2020 TO SEPTEMBER 30, 2021

INCOME

Local Dues Rebate	\$ 3,210.50
Bank Interest	\$ 0.00
Investment Income	\$ 416.02
Total Income	\$ 3,626.52

EXPENSES

Cell Phone	\$ 445.27
Per Diem	\$ 700.00
Labour Council Dues	\$ 425.00
Departure Gifts	\$ 170.83
UNDE National Convention Fees	\$ 230.00
Gift Cards	\$ 210.00
Total Expenses	\$ 2,181.10
Net Income (Loss)	\$ 1,445.42