

Fill Out in DUPLICATE. Send ORIGINAL to International Union.
OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION

Local/Guild No. _____

Date _____, 20_____
(Date report made)

Report for month of _____, 20____

Secretary-Treasurer

Address

City

State / Province

Zip Code

Please report change in name or address of Secretary-Treasurer in accompanying letter

Complete this Monthly Report and Mail so as to Reach the OPEIU by the 15th of Following Month

REMITTANCE TO THE INTERNATIONAL UNION

1. Initiation Fees. Include one-fourth but not less than \$12.00

- (a) Of each \$ _____ fee received by Local/Guild from _____ members \$ _____
- (b) Of each \$ _____ fee received by Local/Guild from _____ members \$ _____
- (c) Of each \$ _____ fee received by Local/Guild from _____ members \$ _____

2. Per capita on _____ members dues collected during month of this report \$ _____

(see PER CAPITA SCHEDULE on enclosed card)

(a) State Federation of Labor Per Capita on _____ members \$ _____
 (Transfer amount from Line 54 of State Federation of Labor per capita worksheet)

3. Financial Core members on _____ months' fees collected at \$ _____ each \$ _____

4. Non-active members (50% of dues collected) \$ _____

5. Work permit fees on _____ members at \$13.57 each \$ _____

6. Associate membership fees on _____ members at \$11.22 each \$ _____

7. Strike Benefit and Defense Fund -- \$2.40 for each per capita unit on line 2 plus line 3 (if applicable) \$ _____

8. Educational Conference -- \$120.00 \$ _____

9. Convention Fund -- \$130.00, except for Local Unions of less than twenty (20) members compute payments at \$1.00 on each per capita unit being paid with this report \$ _____

10. TOTAL \$ _____

11. Adjustments, if any, from previous report (explain) \$ _____

12. Amount due to Office and Professional Employees International Union (check enclosed) \$ _____

ENCLOSED DUPLICATES OF RECEIPTS ISSUED

Leave receipts in sheets except where less than full page is used

- 13. (a) Receipt Number _____ through _____**
- (b) Receipt Number _____ through _____**
- (c) Receipt Number _____ through _____**

Important: Include with this report: (1) check to cover Item 12; (2) duplicates of all receipts issued; (3) duplicates of all withdrawal and military service cards issued; (4) all withdrawal and military service cards deposited; and (5) original and duplicate of second portion of this report entitled "MEMBERSHIP RECORD."

LOCAL/GUILD DUES RATES PER MEMBER PER MONTH

- Flat Rate of \$ _____ per member per month
- _____ % of salary with a cap of \$ _____
- Sliding scale based on wages with a cap of \$ _____
 - From \$ _____ to \$ _____ at \$ _____
 - From \$ _____ to \$ _____ at \$ _____
 - From \$ _____ to \$ _____ at \$ _____
- _____ Hours Per Pay Month
- Initiation Fee \$ _____
- Other (please describe)

SUBMITTED BY:

_____, Local/Guild No. _____
 (Signature of Local/Guild Secretary-Treasurer)

City _____, State / Province _____
 (Where Local/Guild chartered)

Remarks (Relating to this Report only):

MONTHLY FINANCIAL STATEMENT

1. Total amount in treasury including all assets of Local/Guild
 Last day of _____, 20_____ \$ _____

Receipts

- 2. Initiation fees _____ \$ _____
- 3. Dues _____ \$ _____
- 4. Reinstatement fees _____ \$ _____
- 5. Work Permit fees _____ \$ _____
- 6. Retiree Dues _____ \$ _____
- 7. _____ \$ _____
- 8. _____ \$ _____
- 9. Amount received from all sources during month of this period \$ _____
- 10. Total _____ \$ _____

Disbursements
 (Be specific)

- 11. _____ \$ _____
- 12. _____ \$ _____
- 13. _____ \$ _____
- 14. _____ \$ _____
- 15. _____ \$ _____
- 16. _____ \$ _____
- 17. _____ \$ _____
- 18. _____ \$ _____
- 19. _____ \$ _____
- 20. _____ \$ _____
- 21. _____ \$ _____
- 22. _____ \$ _____
- 23. _____ \$ _____
- 24. _____ \$ _____
- 25. _____ \$ _____
- 26. _____ \$ _____
- 27. _____ \$ _____
- 28. _____ \$ _____
- 29. Amount disbursed for all purposes during month of this period \$ _____
- 30. Total amount in treasury including all assets on last day of
 month of this report \$ _____

RECAPITULATION OF MEMBERS IN UNION

- 31. (a) Total number of members beginning of month _____
- (b) Total number of members admitted during month _____
- (c) Total number of members leaving during month _____
- (d) Total number of members end of month _____

(Note: do not confuse above totals with number of months' dues collected or per capita paid)