

Financial Policy – CAW Local 2245

Amended September 2007

Purpose:

To provide guidelines as to approved expenses for the benefit of:

Financial Secretary Treasurer (FST)
Board of Trustees (BoT) when conducting routine audits
Executive Board (XB) members
Other Union Officers/Committee members and employees

General Rules:

This document will be reviewed and amended as needed at Executive Board meetings and by delegates at convention.

All expenses incurred by Local Union members or employees shall be detailed on approved expense claim forms and supported with appropriate receipts.

No member can claim an expense more than once under different sections of the guidelines for the same purpose.

Expenses that exceed the provisions of this document shall require the approval Executive Board.

Application:

This document shall apply to all Executive Officers (as defined by CAW National Constitution Article 35 Section 3(a)), and individuals employed by the Local, as well as all committee members and any members at large.

Approved Expenses:

Expenses shall be approved under these categories. Where noted, only the officers listed shall incur the expense without prior approval of the Executive Board.

1. Assets (XB)
2. Non-recoverable Routine Expenses (XB)
3. Travel (including Per Diem) (XB/BoT)
4. Lost Time Claims (XB/BoT)
5. Monthly Per Diem (XB)
6. Advances (XB)
7. Existing Committee Guidelines
8. Order on the Treasury.

Assets:

In general, asset expenses will only be approved for Executive Board members. All assets shall be considered as Local property being held in trust by Union Officers. Possessors of assets shall sign an agreement to this effect.

The Executive Board shall provide prior approval for the purchase of any such assets with a value of \$500.00 or more. The FST shall be consulted on all such matters.

The Executive Board shall determine how assets will be disposed of once a member leaves office. Such assets will be either shipped to the member's successor in office, returned to the Local or sold to the member at its depreciated value if requested. The Local shall not normally replace equipment more than once every 6 years.

Acceptable Assets:

1. One computer (preferably a laptop) and associated equipment (mouse, case, etc.) with a maximum value of \$1,300.00.
2. One 4 in 1 printer or combination of components (printer, scanner, photocopier, fax)
3. Filing cabinet
4. Paper shredder
5. Other items required to provide service to the Membership.

Non-recoverable Routine Expense:

1. Service plans. – Members shall enter into service plan contracts for cellular, telephone and Internet use. These contracts shall not exceed the member's term of office. These contracts shall be reviewed annually to ensure they are covering the required needs of the Local.
2. Entertainment and promotional items. These shall be detailed on expense claims including the purpose for such expenses.

Travel:

The FST and President shall approve all travel. Travel requests should be requested via e-mail and should include the reason and a budget for the trip.

All costs for Hotel room, parking and tax only. Distance (one way) must be greater than 160 km.

Method of travel shall be determined by the FST in the interest of efficiency and minimizing costs. The FST shall consult with the member who is travelling to determine the best travel arrangements. The member shall also be entitled to Travel Per Diems as per the CAW National Policy.

Lost Time Expenses:

Regional VPs - 8 hours (96 hours per year)
Financial Secretary – 8 hours per month (96 hours per year)
Leave can be utilized on an hourly basis as needed.

Monthly Per Diem:

As per Local Bylaws.

This shall be used to cover the following routine expenses:

1. Private Motor Vehicle (PMV) when used in your HQ area.
2. Parking/Taxi fees
3. Postage/Banking fees
4. Office supplies (pens, paper, staples, etc.)
5. Meals when in your HQ area
6. Member services
7. Dry cleaning/clothing
8. Other minor expenses not covered elsewhere in this document

Advances:

Executive officers shall, upon assumption of office, be entitled to an advance on expenses in the amount of \$1000. Amounts exceeding this amount require the approval of the President and FST. This advance shall be used to purchase assets and conduct business on behalf of the union. This money shall be considered as being held in trust by the member and is to be returned or charged to expenses incurred when the member leaves office. Recipients of advances shall sign an agreement to this effect.

Order on the Treasury:

In extreme or unusual circumstances, the FST, upon the approval of the EB, will approve major expenditures utilizing the voucher system (also known as an Order on the Treasury) outlined in CAW Manual 1 (Duties of Local Union Officers) pg. 14 for items not covered by this document. Should the amount exceed \$50,000.00 an Executive Board meeting shall be mandatory to approve the expense.