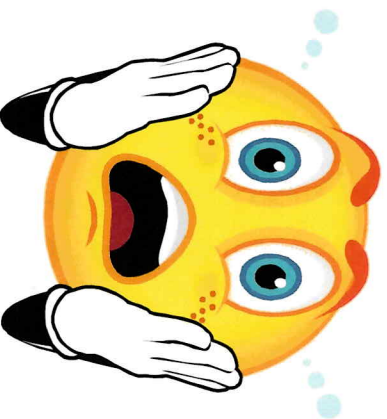


Mistakes to Avoid

- Report doesn't balance (44-55)=(25B-25A)
- Omitting Officers
- By-law changes

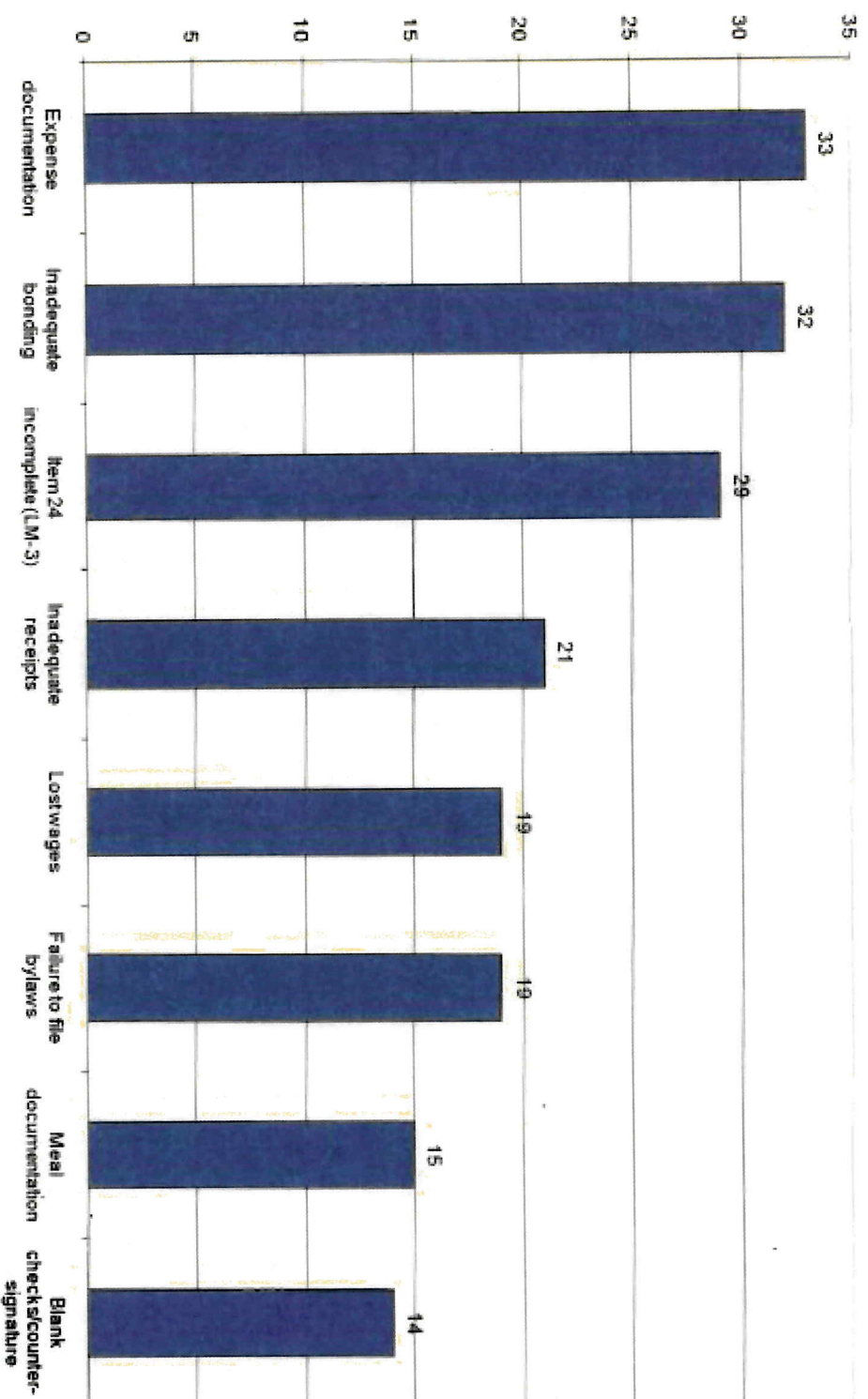


DOL Review of NALC Forms LM-3

LM-3

	NUMBER OF TIMES FOUND
1. Cash doesn't reconcile	11
2. Item 9:	2
3. Item 14:	3
4. Fidelity bond inadequate:	16
5. Item 23 incomplete or incorrect	39
6. Item 24:	17
a. Column (D) blank	(1)
b. Line 8 not completed	(1)
c. No total on Line 9, Column (D)	(1)
d. No payroll deductions reported on Line 10	(13)
e. Total doesn't agree with Item 45	(1)
7. Beginning and Prior Assets don't agree	5
8. Not all items in Statements A and B completed with a number or zero	6

NALC, Last Two Years, Most Prevalent Violations



Expense Documentation

- Generally, this type of recordkeeping violation relates to the lack of (or inadequate) supporting documentation for reimbursed or credit card expenses (other than meal expenses) submitted by officers or employees.

Inadequate Bonding

- All labor organizations covered by the LMRDA are required to be bonded for a minimum of 10% of the total funds handled by union officers and employees during the preceding fiscal year.

Item 24 Incomplete (LM-3 Filers Only)

- Item 24 of Form LM-3 reports payments made to officers. Generally, there are at least two types of reporting violations here:
 - Failing to list all individuals who held office during the reporting year, even if only for a very short period of time, and regardless of whether they received any payments or not
 - Incorrectly reporting payments or reimbursements to officers under items 48 or 54 instead of reporting them in item 24.

Failure to Record Receipt Dates

- It is not sufficient for union records to simply record the date funds were deposited; they must also record the date the money was actually received.

Lost wages

- This type of recordkeeping violation involves incomplete or inadequate documentation for lost wage claims by officers or employees. Claims for lost wages must be supported by, at a minimum, the following:
 - The date(s) wage loss actually occurred
 - The number of hours of wage loss on each day claimed
 - The rate of pay the applies to each incident of wage loss
 - The specific union business purpose involved in each claim of wage loss. It is not sufficient to record "union business"; more specificity is required.

Failure to File Updated Bylaws and Constitution

- When changes are made in their constitution or bylaws, the affiliate is required to submit a copy of its revised constitution and bylaws along with its LM report.

Meals Documentation

- Inadequate or missing documentation in support of officer or employee claims for meal expenses are involved here.
 - *The union must maintain itemized receipts provided by restaurants to officers and employees.*
 - *Branch ____ records of meal expenses did not always include written explanations of union business conducted or the names and titles of the persons incurring the restaurant charges.*
 - *the records retained must identify the names of the restaurants where the officers or employees incurred meal expenses.*

No counter-signature, signing blank checks or signatory problems

- While these are neither recordkeeping nor reporting violations, they certainly are recognized internal controls:
 - Requiring all union checks be counter-signed by at least one other authorized union officer
 - Not signing blank checks under any circumstance
 - Keeping all signatories on all union accounts, including checking accounts, up to date

Overview: OLMS Electronic Forms System

- Electronic Forms System (EFS) is the Office of Labor-Management Standards' (OLMS) web-based reporting system for filing annual LM-2, LM-3 and LM-4 reports.
- To use EFS, a union will select a representative to register with EFS online and obtain a unique Private Identification Number (PIN) for that union.
- The union representative will then distribute this PIN to any individuals who will need access to prepare, review, or sign the LM Forms. This will safeguard access to the union's forms and data.
- Unions will need to obtain a new PIN every year to maintain authorized access to union files. Further, if an active PIN becomes compromised, OLMS can cancel that PIN and issue a new one.
- In smaller unions one person may end up serving as the union representative who registers the union with EFS and the preparer, as well as a signing officer. Each officer who must sign the form will need to register for and establish an individual user account.

Overview: OLMS Electronic Forms System

- Each user, including union officials responsible for signing the form, will need to register for an EFS individual user account and password to gain access to the system. Individual users need to register only once: after they have an account established in the system, users can log in with the union PIN and union LM file number to access the LM reports.
- Preparers such as accountants who have registered for an individual user account will be able to access multiple union forms with their user accounts, provided they have the correct union PIN for each union.
- Because the system is web-based, the form can be easily accessed by multiple individuals in different locations, making preparing and digitally signing the form much simpler.
- The form can be prepared over a period of time and saved in draft before submission.
- The system performs a series of validation checks to help the filer ensure all data is completed.

10 Steps to Electronic Filing

1. On the first page click “Validate” at the top of the screen. If there are any problems, they will appear on the “Valuation Summary” page. After fixing any problems save the form and validate again.
2. Once the form passes the validation check, the two signature boxes on the first page turn red and read “Click Here to Sign.”
3. Each officer signing the form must log into the website separately using his or her own personal login and password.
4. The first officer will click on the red signature box then will be taken to a new screen to re-enter the password used to access the form.
5. Click on “Sign” then save and log out of the form.

10 Steps to Electronic Filing (cont.)

6. The second officer then logs into the form and clicks the red signature box to “sign” the form.
7. Please note: at this point, if any changes are made to the form, the signatures will disappear and the form will need to be validated once more before it can be signed again.
8. After the signatures are attached and no further changes will be made, this is the best time to make a copy of the form for your records. Click “Print” on the upper right corner then when prompted, click “File > Save As” to save an electronic copy on your computer. After the form has been submitted, you will no longer have this option.
9. Now you are ready to click “Submit” at the top of the first page. Be patient, it will sometimes take several minutes. Once the transmission is successfully completed, you will receive a message saying that your form has been accepted for processing. This message will contain a confirmation number. This screen should also be printed out or saved as a pdf file to save for your records.
10. As with any electronic system, there are sometimes unexpected problems that arise. If something happens so that the form does not transmit properly, instead of a confirmation number you will receive a message that includes an error message, instructions, and a phone number to contact if the problem cannot be easily corrected. Often the problem can be solved by simply waiting a few minutes and trying again.

Office of Labor-Management Standards (OLMS)

OLMS Electronic Forms System: Frequently Asked Questions

What is a PIN?

The **Private Identification Number (PIN)** is a unique number assigned to each union as a way to securely allow only those persons who should have access to complete and submit reports with the Office of Labor-Management Standards' Electronic Forms System (EFS). Users can obtain a union PIN by going to the EFS home screen and selecting the 'Obtain a Union PIN' link.

How do I obtain a PIN?

Each union should select one representative to register with EFS online and obtain the PIN for that union. Once a union PIN has been requested, a confirmation email containing the PIN will be sent to the representative. At the same time, a letter will also be sent to the union confirming issuance of this PIN.

The union representative should then distribute this PIN to any individuals who will need access to prepare, review, or sign the LM Forms. This process will safeguard against unauthorized access to the union's draft forms and data. Preparers such as accountants will be able to access multiple union forms, provided they have the correct union PIN and an EFS account.

You can obtain a PIN by going to the EFS home screen and selecting the 'Obtain a Union PIN' link.

Do I need a new PIN every year?

Yes! Unions will need to obtain a new PIN every year to further prevent unauthorized access to union forms and data. In addition, if a PIN becomes compromised, lost or no longer private at any time, a new PIN can be obtained by contacting our Forms Help Desk at 1-866-401-1109.

What do I do if an officer or employee leaves the union? Can I get a new PIN?

Yes! If a union officer or union employee who knows the PIN leaves the union for whatever reason, or if the union PIN becomes compromised, lost or no longer private in any way at any time, a new PIN can be obtained by contacting our Forms Help Desk at 1-866-401-1109.

What is the difference between obtaining a PIN and registration?

Registration refers to obtaining a personal user account to access EFS. Every EFS user needs an individual user account to access the EFS system. The PIN is a unique number assigned to each separate union. Anyone who needs to prepare or sign an LM Form in EFS will need the specific union PIN for their union as well as an individual user name and password.

I cannot remember the PIN, what should I do?

If you need to cancel or re-issue a union PIN, please contact the Forms Help Desk at 1-866-401-1109. Only a union representative can cancel or obtain a new PIN.

When will I receive the PIN?

The PIN will be emailed to the union representative who registered the union at the email address he or she provided. This process should occur immediately; however, a short delay may occur due to possible recipient email spam filters. If you do not see the PIN email in your Inbox after 15 minutes, please check your spam or junk mail folders for the email.

I never received my PIN, what should I do?

First, check your spam or junk mail folder. Some email spam filters may not recognize the PIN confirmation email and automatically forward it to your spam or junk mail folder. If you still do not see it, verify that we have the correct email address on file by going to the EFS Home Screen and clicking the link for 'Edit User Account Information' (<https://efs.doi-esa.gov/efsui/authentication.do>). After you have done this, contact the Forms Help Desk at 866-401-1109 for further assistance.

How do I find my union file number?

The easiest way to find your file number is to look at last year's filed report. The union file number is Item 1 on the LM Forms. You can also look up your file number on the OLMS Public Disclosure Room by clicking [here](#). If you still cannot locate your file number, please contact the OLMS Division of Reports, Disclosure and Audits at 202-693-0123.

What do I do if I can't remember my username or password?

Please go to the [EFS home screen](#) and you will see links below the log-in section to recover your username or password.

Who must sign the LM Form?

The completed Form must be signed by both the president and treasurer, or corresponding principal officers, of the labor organization. A minimum of two signatures is required to submit the completed report.

How do I sign the LM Form?

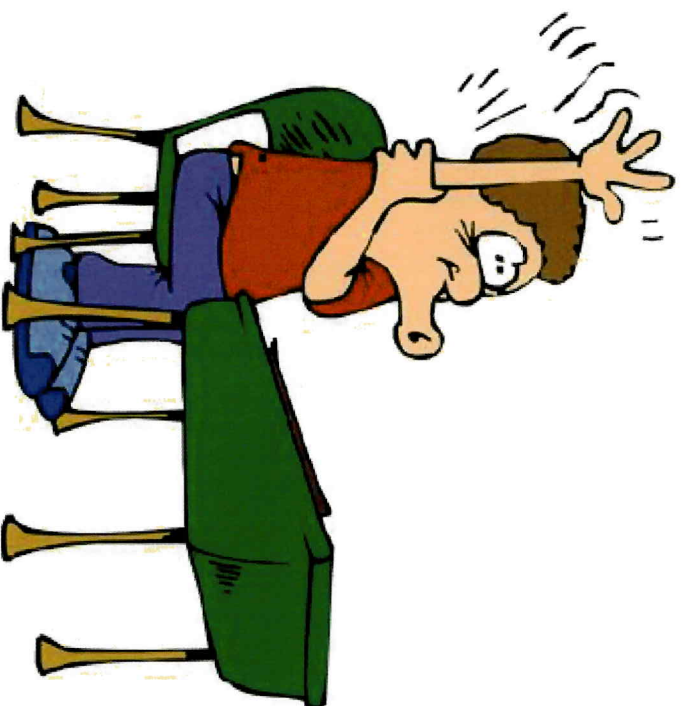
Once the form has passed the validation check, the signature blocks will turn red, indicating the form can be signed. **All officers who must sign the form must have established user accounts and must log into EFS with their account information to sign the form.** You must re-enter your password to sign the form. By doing so, you are legally attesting under penalty of perjury that you are the person identified by name in the signature block and a duly authorized officer of the union.

Can I make changes/corrections to the form after it has been signed?

Yes, but your changes or corrections will cause the signature to be removed. You must then validate and sign the form again.

Last Updated: 04-10-12

QUESTIONS



ment" of existing immigration laws as an alternative to the comprehensive reform

"Immigration enforcement has failed primarily because administrators for 20 years have not enforced sanctions on employers who hire illegal immigrants," Smith (R-Texas) told reporters June 19.

"Our resolution calls on the administration to enforce employer sanctions systematically, not just sporadically," Smith said.

Smith, Reps. Peter King (R-N.Y.), Steve King (R-Iowa), Randy Forbes (R-Va.), Elton Gallegly (R-Calif.), and Immigration Reform Caucus Chairman Brian Bilbray (R-Calif.) appeared at the June 19 briefing to voice support for the enforcement resolution and separate new border security legislation, known as the Secure Borders For Integrity, Reform, Safety, and Anti-Terrorism Act (H.R. unnumbered).

Peter King, ranking member of the House Homeland Security Committee, and Smith June 19 introduced The Secure Borders FIRST Act that would establish a time line for the Department of Homeland Security to get "operational control" of the border, would make alien criminal street gang members deportable, and would provide a number of worksite enforcement provisions.

Specifically, the bill would alter the H-2A temporary worker visa program to facilitate its use by growers, mandate use of an electronic employment eligibility verification system, deny employers who hire illegal immigrants the right to certain tax deductions, and prevent illegal immigrants from receiving Social Security benefits earned based on illegal work, a summary said.

Meanwhile in the Senate, Sen. Jeff Sessions (R-Ala.) June 19 said he is offering a companion enforcement resolution, along with Sens. Elizabeth Dole (R-N.C.), Jim DeMint (R-S.C.), David Vitter (R-La.), Jim Bunning (R-Ky.), and Charles Grassley (R-Iowa).

Labor Department

DOL Plans to Pursue Enforcement Against Unions That Are Delinquent in LM-2 Filings

The Labor Department June 13 announced that it plans to pursue action, including possible referrals for civil or criminal proceedings, against labor unions that are more than a year delinquent in filing annual financial disclosure forms with the agency.

The agency action would apply to delinquencies by unions required to file LM-2 Labor Organization Annual Report forms under the Labor-Management Reporting and Disclosure Act.

DOL's Office of Labor-Management Standards plans to send warning letters to approximately 1,275 unions, including 118 of the nation's largest unions, because they have not filed LM-2 reports for fiscal years that ended in 2005. The filing deadline for those reports was March 31, 2006, according to a statement from the Labor Department.

Warnings, Then Enforcement Actions. Thirty days after the warning letters are sent to the noncompliant unions, DOL will post on the OLMs Web site (<http://www.olms.dol.gov>) the names of those unions that have still not filed the required FY 2005 reports. The agency then will pursue further action against the unions, in-

House Legislation Would Extend FMLA To Airline Crews Based on Flight Hours

Family Leave

Leaders of the House Education and Labor Committee June 14 introduced legislation that would apply the Family and Medical Leave Act to airline flight crew members, who do not meet the act's hours of service requirement for coverage because of their nontraditional work hours and pay practices.

Rep. Timothy Bishop (D-N.Y.), author of the bill (bill number not available), said it would correct "an unintended omission" in the 1993 law, which requires most employers to give full-time workers unpaid leave with job protection for major illnesses, the birth or adoption of a child, and the care of an ill family member.

To qualify for FMLA leave, employees must have worked 60 percent of a full-time schedule, or 1,250

hours in the preceding 12 months. The bill would extend FMLA coverage to airline flight crew members, who do not meet the act's hours of service requirement for coverage because of their nontraditional work hours and pay practices.

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Safety & Health

House Transportation Committee Approves Amended Railroad Safety Improvement Bill

Legislation that would require railroads to provide fatigue management plans for employees, address hours-of-service for signalmen and train crews, and raise civil penalties was unanimously approved June 14 by the House Transportation and Infrastructure Committee.

The proposed Federal Railroad Safety Improvement Act of 2007 (H.R. 2095) would update rail safety legislation administered by the Federal Railroad Administration that was last reauthorized in 1994.

Several substitute amendments to the bill were approved at the Subcommittee on Railroads, Pipelines, and Hazardous Materials markup May 22, while other more substantive amendments were held for the full committee markup. Fatigue and technology provisions in the bill were the focus of a May 8 hearing before the subcommittee (21 LRW 726, 5/17/07).

Manager's Amendment Approved. Many issues, including "limbo time," hours of service for signalmen and train crews, and civil penalties, were addressed at the full committee markup in a manager's amendment by Chairman James L. Oberstar (D-Minn.), which was unanimously approved.

Limbo time occurs when a train operating crew's regulated hours-of-service have expired but the crew has not yet arrived at a terminal point where they can go home or obtain food and lodging at an away-from-home terminal. During the limbo period, crew members are required to stay awake and alert, and must be able to respond to any situation.

The manager's amendment would allow limbo time to occur in certain circumstances, including an accident, a track obstruction, an act of God, a major equipment failure that prevents a train from advancing, or other delays from unknown and unforeseeable causes. Although H.R. 2095 required railroad carriers to provide their signalmen and crews with at least 24 consistent hours of rest in a seven-day work period, the manager's amendment summarily said the amendment would allow the transportation secretary to waive the requirement "if a collective bargaining agreement provides a different arrangement and such arrangement provides an equivalent measure of safety."

The bill also would raise the ceiling on civil penalties for violations of railroad safety laws from \$10,000 to \$100,000. The manager's amendment would substitute a \$25,000 ceiling under most circumstances but impose a \$100,000 ceiling for "grossly negligent violations or a pattern of repeated violations that cause an imminent hazard of death or injury to individuals, or has caused death or injury," the summary said.

Fatigue Management Plans. The bill would require railroad carriers to submit a fatigue plan within one year of enactment and update the plan at least once every two years. Among other things, the fatigue management plan would have to address:

- education and training on the physiological and human factors that affect fatigue as well as strategies to counter fatigue based on current and evolving scientific literature;

hours, over the course of the previous 12 months, Bishop said at a news conference on Capitol Hill.

The bill would add a provision to establish a similar hours of service requirement for airline flight crew members at 60 percent of their minimum monthly guaranteed flight time, which can amount to as little as 65 hours per month but is the basis for their hourly pay.

"We are optimistic it will gain the support of the full House," Bishop said.

Airline flight attendants and other crew members have been unable to obtain FMLA leave because courts and federal agencies adopted a narrow definition of full-time schedule "as that of a traditional 40 hour work week, thereby excluding any employee that does not fall with the traditional 9-5 work day," according to the Association of Flight Attendants.

This interpretation of FMLA fails to take into account the unique way in which the airline industry counts its workers' hours, AFA President Patricia Friend said at the news conference.

Because airline flight attendants, pilots, and other crew members typically are paid only for their flight time, which may constitute half or less of the hours they actually spend on the job, "it's impossible for them to accumulate" the 1,250 hours needed to meet the FMLA's hours of service requirement, Friend said.

The bill would add a provision to the law allowing airline flight crew members to meet the hours of service requirement if they have worked 60 percent of their employer's monthly hour guarantee, trip guarantee, or the equivalent annualized over the preceding 12 months. Such a guarantee is defined as the number of hours for which an employer has agreed to pay the flight crew member for the month regardless of the actual number of hours worked.

Airlines set monthly hour or trip guarantees as the minimum number of flight hours required of full-time flight crew members, AFA said. For example, flight attendants at United Airlines are required to work a minimum of 65 hours per month in flight time, although many work 90 hours to 100 hours of flight time, United flight attendant Dianne Tamuk said.

"It is extremely difficult for any flight attendant, especially those who are new to the career, to meet the narrow qualifications for current FMLA coverage," Tamuk said.

House Education and Labor Committee Chairman George Miller (D-Calif.) and Rep. Lynn Woolsey (D-Calif.), chairman of the Workforce Protections Subcommittee, endorsed the bill, which has 28 co-sponsors, and said the committee would act on it soon.

"It's an absolutely necessary updating" of the FMLA, Miller said.

Woolsey said the measure could be added to a broader bill (H.R. 2392) she has introduced to expand the FMLA to part-time workers and allow parents to take leave to attend their children's extracurricular or educational activities.

A spokeswoman for the Air Transport Association, the airline industry's trade and lobbying group, said officials had no comment on the bill because they had not had a chance to review it and discuss it with member airlines.

 U.S. DOL
Employment Standards Administration
Office of Labor-Management Standards
Compliance Assistance

Completing Your LM-3

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Completing Your LM-3

This pamphlet was developed by the Office of Labor-Management Standards (OLMS) of the U.S. Department of Labor to help union officers comply with the reporting requirements of the Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA) and the Civil Service Reform Act of 1978 (CSRA).

The LMRDA applies to labor organizations which represent private sector employees and U.S. Postal Service employees while the CSRA applies to labor organizations which represent employees in most agencies of the executive branch of the Federal Government. The regulations implementing the standards of conduct provisions of the CSRA incorporate many LMRDA provisions, including those related to labor organization reporting requirements. (Federal sector labor organizations subject to the Foreign Service Act or the Congressional Accountability Act are also required to file union reports.)

OLMS wants to make filling out the Form LM-3 annual financial report as easy as possible for you. To do that, this pamphlet will

review the LM-3 step by step using a fictitious union known as *Factory Workers Local 97* as our example. In fact, you may want to complete your LM-3 along with us as we complete one for *Local 97*. A completed version of *Local 97's* LM-3 can be found at the end of this pamphlet to illustrate proper completion of the form. Union officials are encouraged to contact the nearest OLMs field office with any questions about completing the LM-3 or other aspects of the LMRDA.

This pamphlet is not a substitute for the instructions that are included with the LM-3. Please refer to the instructions for a more detailed explanation of how each item on the LM-3 should be completed. In addition, the instructions define certain terms that in many cases need to be understood to ensure proper completion of the form, such as "subsidiary organization," "affiliate," "labor organization under trusteeship," etc.

General Reporting Requirements

Who Must File

With the exception of unions composed solely of state, county, and municipal employees, all unions must file an annual financial report with OLMs. Your union's president and treasurer (or corresponding officers) must complete the report certifying by their signature that it is true, correct, and complete. Your union's bookkeeper or accountant may help prepare the form but is not permitted to sign the report.

What to File

Unions with receipts of less than \$200,000 per year may use the Form LM-3, which discloses information about the union's financial condition, including its assets, liabilities, receipts, and disbursements. Many unions file the simplified 2-page LM-3 rather than the more detailed 6-page Form LM-2 required to be filed by unions with annual receipts of \$200,000 or more. Unions with less than \$10,000 in annual receipts may file an abbreviated 1-page Form LM-4.

When to File

About a month before the end of your union's fiscal year, OLMs will mail a packet of blank LM-3 forms and instructions to your union. If you do not receive your packet, contact the nearest OLMs field office for assistance. Your completed LM-3 must be filed within 90 days after the end of your union's fiscal year. The Department of Labor does not have authority to grant time extensions for filing, so you must file the LM-3 within the 90 days required by law.

Where to File

Your completed annual financial report must be filed with OLMs which is part of the U.S. Department of Labor's Employment Standards Administration (ESA). If available, mail your union's report in the pre-addressed envelope in the LM-3 packet. Otherwise, you should send your completed LM-3 to:

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards
200 Constitution Avenue, NW
Washington, DC 20210

Public Disclosure

All reports are public information, and the Secretary of Labor may publish any information or data obtained from reports filed under the reporting provisions of the LMRDA or CSRA. Any person may examine these reports or may purchase copies for 15 cents per page. All reports filed with OLMs are available at its national office at the above address in Washington, DC. Each OLMs district office has duplicate reports for all reporting organizations and individuals within its geographic jurisdiction.

Recordkeeping

Every person who is required to file a report under the LMRDA or CSRA is responsible for maintaining records which will provide in sufficient detail the information and data necessary to verify the accuracy and completeness of the report. These records must be kept for at least 5 years after the date the report is filed. Any record necessary to verify, explain, or clarify the report must be retained, including, but not limited to, vouchers, worksheets, receipts, and applicable resolutions.

Civil Enforcement

OLMS has authority to conduct investigations concerning compliance with the reporting requirements of the LMRDA and the CSRA. The Secretary of Labor may file civil actions in Federal courts to restrain violations and ensure compliance with the LMRDA reporting requirements.

Enforcement of the CSRA reporting requirements is through administrative action which involves the filing of a complaint by OLMs, a hearing before a Department of Labor administrative law judge, the judge's report and recommendation, and a decision and order by the Assistant Secretary for Employment Standards.

Criminal Penalties

The following acts are made criminal under the LMRDA:

- Willfully failing to file a report or keep required records;
- Knowingly making a false statement or representation of a material fact or knowingly failing to disclose a material fact in a report or other required document; and
- Willfully making a false entry in, or withholding, concealing, or destroying documents required to be kept.

These acts are punishable by a fine of not more than \$100,000, imprisonment for not more than 1 year, or both.

Filing a false report under the CSRA is a violation of 18 U.S.C. 1001 punishable by a fine of not more than \$250,000, imprisonment for not more than 5 years, or both.

Preparation

Adequate preparation is the key to successfully completing your LM-3. Prior to starting on your LM-3, there are 5 easy steps you should take:

Gather all of your union's financial records for the year which your LM-3 will cover. This includes items such as your union's:

- canceled checks
- bank statements
- cash receipts journal(s)
- cash disbursements journal(s)
- payroll records
- bills and invoices
- dues collection receipts
- records required by your national or international union
- any other financial records for the year

Don't forget that by law every person who is required to file an LM-3 must keep the records on which the report was based for not less than 5 years after the LM-3 is filed.

Use your copy of last year's LM-3 filed by your union to help you in completing this year's form.

Carefully read all the instructions that are included with the LM-3 before beginning.

Last Year's LM-3

Instructions

LM-3 Packet

Check the LM-3 packet mailed to you by OLMs. The packet should have an address label at the top of the form. This label will identify your union, and you will not have to complete Items 4 through 8 again if all the information on the label is correct. If your LM-3 packet does not have the address label, or if any information on it is incorrect, you will have to complete Items 4 through 8. However, even though some of the information on the address label may be incorrect, you should still peel off the top address label and place it on the second copy of the form so that address labels are on both copies of the form that you will complete and submit to OLMs.

Practice Copy

Prepare a practice copy. The LM-3 packet which OLMs sends to you will include four copies of the form. We suggest that you first do a practice copy in pencil so that you will not need to make any changes in your final version. The two copies of the LM-3 you submit to OLMs should be either typed or filled out in pen. The last copy is for your union's records.

Identification Items (Items 1 - 9)

In Items 1 through 9 you provide identifying information about your union including where your union's records are kept.

Item 1

Enter the six-digit file number assigned to your union by OLMs. You can find this number on the first line of your address label. If you do not have the address label and cannot obtain the number from prior reports, you can contact the OLMs office nearest you to obtain your number.

Item 2

Enter the beginning and ending dates of the time period covered by this report. The period covered should be a 12-month period ending on your union's fiscal year ending date. A period of less than 12 months is acceptable in certain circumstances, such as if your union has terminated or the fiscal year ending date has changed. However, a report should never cover a period of more than one year.

As an example, December 31 is the fiscal year ending date of our fictitious local union, Factory Workers Local 97, whose completed report is at the end of this pamphlet. Therefore, Local 97 entered January 1 as the beginning date and December 31 as the ending date. It would not be correct to enter January 1 of the reporting year through January 1 of the next year, since this would cover a year and a day.

Item 3

If your union went out of business and the LM-3 you are filing is a terminal report, check the box in this item. A union goes out of business when it disbands, merges into another union, or is merged and consolidated with one or more unions to form a new union. Make sure that the date your union went out of business is entered in the "Through" date in Item 2 (Period Covered).

Items 4 - 8

These items are self-explanatory. In Item 4 enter the name of the national or international union which granted your union a charter, or if your union is unaffiliated, enter the name as listed in your union's constitution and bylaws. In Item 5 enter your union's designation such as local, branch, lodge, joint board, etc. If your union does not have such a designation, simply enter "None" In Item 6 enter your union's designation number or other identifier by which your union is known. In Item 7 enter any additional name by which your union is known (such as St. Louis Area Local). In Item 8 enter your union's current official mailing address, including the name and title of the person to whom union mail should be sent.

Local 97 completed these items since the address label was not in the blank space at the top of its LM-3.

Item 9

If your union's records are kept at your official mailing address, you should check this item "yes" and go on to Item 10. If not, such as when the official mailing address is a post office box, check "no" and in

Item 56 indicate where your union's records are kept.

Information Items (Items 10 - 18)

Items 10 through 18 are information questions which you must answer "yes" or "no." If you answer "yes" to any question, in Item 56 you must supply the additional information called for in the instructions for that question.

Item 10

If your union has a "subsidiary organization," check this "yes" (for example, a building corporation holding title to a building would be a "subsidiary organization." Provide the name, address, and purpose of each subsidiary in Item 56 and indicate whether the required information on the subsidiary's financial condition and operations is included in the LM-3 you are filing or whether it is in a separate report.

A "subsidiary organization" is any separate organization where the ownership is wholly vested in the reporting union, its officers or membership, which is governed or controlled by the officers, employees, or members of the reporting union, and which is "wholly financed" by the reporting union. A subsidiary organization is considered to be "wholly financed" if the initial financing was provided by the reporting union even though it may now be wholly or partially self-sustaining.

Item 11

This item asks if your union created or participated in the administration of a trust to provide benefits for its members or their beneficiaries such as a pension or health and welfare fund. Participation means that your union either appointed or selected one or more of the trustees or members of the governing body of the trust or fund. If you answer "yes" to this item, provide the name, address, and purpose of each trust in Item 56. If a report has been filed for the trust under the Employee Retirement Income Security Act of 1974 (ERISA), report the ERISA file number (Employer Identification Number-EIN) and plan number, if any, in Item 56.

Item 12

This item asks if your union has a political action committee fund (PAC). If so, check "yes" and in Item 56 provide the full name of each PAC along with the name of any government agency (such as the Federal Election Commission or a state agency) with which the PAC has filed a report. All union PAC funds are considered to be union funds. However, if the PAC funds are kept separate from your union's treasury, they are not required to be included in the LM-3 if publicly available reports on the PAC funds are filed with a Federal or state agency.

Item 13

This item asks if your union acquired or disposed of any goods or property other than by purchase or sale. For example, you would check Item 13 "yes" if your union donated used office furniture to a charity, indicating in Item 56 the name of the recipient, a description of the goods or property, and its value. Also in Item 56 report the cost or other basis at which any acquired or disposed of assets were entered on your union's books.

Item 14

This item should be answered "yes" if your union's books and records were audited or reviewed for their accuracy and validity by either an outside accountant or a parent body auditor/representative. If the audit or review was conducted by an outside accountant, give the name of the accountant or accounting firm in Item 56. The term "audit or review" does not include the following: providing assistance in developing a bookkeeping system, providing routine bookkeeping services, and compiling information from your union's books and records to prepare the LM-3 or any other financial reports. Also, do not check Item 14 "yes" if the audit or review was performed by an audit committee or trustees of your organization.

Item 15

Local 97 did have an audit of its books during the reporting period which was done by a certified public accountant (CPA). Therefore, Item 14 was checked "yes" and the CPA was listed in Item 56.

This item asks whether your union discovered any loss or shortage of funds or other property. A loss or shortage would include: a burglary, an unexplained cash shortage, an embezzlement by an officer or employee, etc. All losses must be reported regardless of the size of the loss and even if restitution was made to the union. If you answer Item 15 "yes," in Item 56 report the amount of the loss or shortage of funds or a description of the property that was lost, how the money or other items were lost, and to what extent, if any, the loss has been recovered by restitution, surety bond, insurance, or any

other means.

Item 16

This item asks if any officer in your union received \$10,000 or more during the reporting period in salary, allowances, and wages from your union and was paid \$10,000 or more in salary, allowances, and wages as an officer or employee of another union or of an employee benefit plan. When determining if an officer was paid \$10,000 or more, include allowances paid on a daily, weekly, monthly, or other periodic basis. Do not include allowances for mileage, meals, or reimbursed expenses. If you answered Item 16 "yes," in Item 56 give the name of each officer, the name of the other union(s) or employee benefit plan(s), and the officer's position (s) in the other union(s) or benefit plan(s).

Item 17

Check this item "yes" if any employee of your union received more than \$10,000 in salary, allowances, and other direct and indirect disbursements during the reporting period (a "direct disbursement" is a payment of cash or other thing of value from your union to the employee; an "indirect disbursement" is a payment of cash or other thing of value from your union to a third party which accepts the disbursement for the benefit or interest of the employee).

The \$10,000 figure not only applies to payments made to the employee by your union, but also to payments by affiliated unions (including a subsidiary organization) which would raise the total compensation to that employee above \$10,000. For example, if your union's part-time secretary received a \$7,000 salary paid by your union in addition to \$6,000 in salary from an affiliated district council, you would answer Item 17 "yes" since the total salary received by the secretary was greater than \$10,000.

Item 18

This item asks if any officer, employee, or member owed your union (including any subsidiary organizations) more than \$250 at any time during the reporting period, or if your union made a loan (regardless of amount) to any business during the reporting period. The loan can be direct or indirect (an example of an indirect loan would be a disbursement by your union for tuition on behalf of an officer, employee, or member at an educational institution, which must be repaid to your union by that person).

If you answer Item 18 "yes," in Item 56 report the name of each person or business, the purpose, terms for repayment, any security posted, the amount each person owed at the end of the reporting period, and the amount loaned to each business during the reporting period.

Local 97 checked Item 18 "yes" and reported the details of the loan in Item 56 as well as the amount of all loans receivable by the union in Item 26.

Section 503 of the LMRDA prohibits unions from making direct or indirect loans to any officer or employee of the union which results in that individual having a total indebtedness to the union greater than \$2,000 at any time.

Information Items (Items 19 - 23)

With the exception of Item 21, which requires a "yes" or "no" answer, these information questions, Items 19 through 23, require that you report a specific number, amount, or date.

Item 19

This item asks how many members your union had at the end of the reporting period. This would include all categories of members who pay dues but would not include nonmember employees who make payments in lieu of dues (agency fees) as a condition of their employment under a union security provision in their collective bargaining agreement.

Local 97 reported 145 members in Item 19.

Item 20

Enter the maximum amount recoverable under a fidelity bond for a loss caused by any of your union's officers, employees, or agents who handled the funds of your union. If your union was not covered by a fidelity bond during the reporting period, enter "None."

Officers, employees, and agents of unions with more than \$5,000 in property and annual receipts must be bonded to protect the union's funds from theft or loss caused by fraud or dishonesty. The amount of the bond must be at least 10% of the funds handled during the union's latest fully completed fiscal year up to a maximum bond of \$500,000. You should be aware that many national and international unions purchase bonding coverage for their affiliates. If you have any questions about your union's bonding coverage, contact your national or international union.

The law also requires that your union obtain a bond from a company approved by the Secretary of the Treasury. If you have any questions about the bonding requirements, you can contact your nearest OLMs office for assistance.

Local 97 reported a \$20,000 fidelity bond in Item 20.

Item 21

This item asks if your union had any changes in its constitution and bylaws (other than dues or fees) or in certain practices and procedures. If you answer "yes" due to a change in your union's constitution and bylaws, attach two dated copies of the new constitution and bylaws to the LM-3 you submit to OLMs.

If the change occurred to a uniform constitution and bylaws which governs your union, your parent national or international can file the change on your union's behalf. However, you should still check Item 21 "yes" and note the filing by the parent body in Item 56.

All unions except Federal employee unions subject solely to the CSRA must file an amended Form LM-1 (Labor Organization Information Report) with the LM-3 to update the information on file with OLMs if the union changed any of the following practices/procedures during the reporting period and the practices/procedures are not described in the union's constitution and bylaws:

- qualifications for or restrictions on membership;
- levying assessments;
- participating in insurance or other benefit plans;
- authorizing disbursement of union funds;
- auditing financial transactions of the union;
- calling regular and special meetings;
- authorizing bargaining demands;
- ratifying contract terms;
- authorizing strikes;

- disciplining or removing officers or agents for breaches of their trust;
- imposing fines and suspending or expelling members including the grounds for such action and any provision made for notice, hearing, judgment on the evidence, and appeal procedures;
- selecting officers and stewards and any representatives to other bodies composed of union representatives;

- invoking procedures by which a member may protest a defect in the election of officers (including not only all procedures for initiating an election protest but also all procedures for subsequently appealing an adverse decision such as procedures for appeals to superior or parent bodies, if any); and

- issuing work permits.

Item 22

Enter the date of your union's next regular election of officers (for example, president, vice president, treasurer, secretary, etc.) Do not enter the date of any interim election held to fill a vacancy.

Item 23

Report the dues and fees required by your union. If your union does not charge a fee for any of these items, enter "None."

On line (a) list the regular dues or fees which a member must pay to be in good standing in your union and enter the calendar basis for the payments (for example, per month, year, etc.). If "working" dues are paid by the membership as a part of their regular dues, report the amount or percentage of those dues and the basis for the payment (for example, per hour, per week, per month, etc.). Include only the dues or fees of regular members, not special rates for retirees, apprentices, or unemployed members.

Local 97 reported a rate of \$20 per month.

On line (b) enter the initiation fees for new members.

On line (c) enter fees, other than dues, received from members transferring to your union from other affiliated unions. Do not report fees that a member is charged when transferring from one class of membership in your union to another.

On line (d) enter fees received by your union for issuance of work permits to nonmembers of your union who work within your union's jurisdiction. Indicate whether the fees are charged per month, per year, etc. Do not report those fees charged to persons applying for membership or for transfer of membership to your union pending acceptance of their applications.

All Officers & Disbursements to Officers (Item 24)**Item 24**

In Column (A) enter the name of every person who held office in your union at any time during the reporting period whether or not any salary or other disbursements were made to them, or on their behalf, by your union. An "officer" is defined as: (1) any person authorized to perform the functions of president, vice president, secretary, treasurer, or other executive functions by whatever title that position may be known in the reporting union, (2) any member of the union's executive board or similar governing body, and (3) any officer position designated in the union's constitution and bylaws.

Local 97 had five positions which met the definition of an "officer." Six individuals occupied those "officer" positions during the reporting period, so those six officials were listed in Column (A).

In Column (B) enter the title of each person listed in Column (A) who held office in your union at any time during the reporting

period.

In Column (C) enter the letter indicating that person's status in office during the reporting period. If the person was in office before this reporting period and held office throughout the reporting period, enter "C" for continuing. If the person left office during the reporting period, enter a "P" for past. Finally, if a person took office during the reporting period, an "N" for new should be entered. If any new officer was chosen other than at a regular election of officers, provide details in Item 56.

Local 97 appointed a new financial secretary during the reporting period due to resignation, so two financial secretaries were listed in Item 24 with the appropriate "P" and "N" provided in Column (C) and details of the resignation and appointment were provided in Item 56.

In Column (D) enter the gross salary of each officer before tax withholdings and other payroll deductions. This would include "lost time" payments or payments for union activities.

In Column (E) enter all other direct and indirect disbursements to each officer other than salary. This would include allowances, disbursements for conducting official union business, and disbursements for the personal benefit of the officer that are not necessary for conducting the official business of your union.

Local 97 had two officers who received expense reimbursements during the period which appear in Column (E) on the line corresponding to the officer's name.

Add Columns (D) and (E) for Lines (a) through (g) and enter the totals for each in Column (F).

Add Lines (a) through (g), Columns (D) through (F), and enter the totals on Line (h).

On Line (i) enter the total amount of deductions including withheld taxes and other payroll deductions.

Subtract Line (i) from Line (h) and enter the difference on Line (j). Enter the figure from Line (j) in Item 45 (Disbursements "To Officers").

All dollar amounts on the LM-3 should be rounded to the nearest whole dollar - up if 50 cents or more and down if less than 50 cents.

Assets & Liabilities (Statement A)

Statement A requires that assets be reported in six separate categories and liabilities in four categories with totals for each. A "Net Assets" category is provided which is determined by subtracting total liabilities from total assets.

Entries in Statement A must report amounts for both the start and end of the reporting period. The amounts entered for the start of the reporting period on your union's LM-3 should be identical to the amounts entered for the end of the reporting period on your prior year's report. If the amounts are not identical, you should fully explain the difference in Item 56.

Assets

The six asset categories are cash, loans receivable, U.S. Treasury securities, investments, fixed assets, and all other assets.

Item 25

Enter the amount of your union's cash on hand and on deposit at the start and end of the reporting period in Columns (A) and (B). Cash on hand includes undeposited cash, checks, money orders, petty cash, and cash in safe deposit boxes. Cash on deposit includes checking, savings, money market, CD, and similar accounts held by banks, credit unions, and other financial institutions.

Local 97 had \$142,859 on hand and on deposit at the beginning of the year and \$146,435 at the end of the year which were reported in Columns (A) and (B).

Item 26

Enter the amount of any loans owed to your union by individuals, businesses, benefit plans, and other entities including unions, at the start and end of the reporting period in Columns (A) and (B). Include both direct and indirect loans whether or not there is a promissory note or whether secured by a mortgage. An example of an indirect loan would be where your union pays an educational institution for the tuition expense of a member which is to be repaid by the member.

At the beginning of the reporting period, Local 97 had no loans outstanding, so the amount in Column (A) is "00." The amount entered in Column (B) is \$800 since, as previously reported in Items 18 and 56, Local 97 loaned \$1,000 to a member on February 3. The member repaid \$200 during the reporting period and still owed \$800 at the end of the reporting period (\$1,000 minus \$200).

Item 27

Enter the amount of U.S. Treasury securities owned by your union at the start and end of the reporting period in Columns (A) and (B). Treasury securities come in a variety of forms including U.S. Treasury Bills, Notes, and Bonds. Other U.S. Government obligations, state and municipal bonds, and foreign securities should be reported in Item 28 (Investments).

Item 28

Enter the total book value of all investments other than U.S. Treasury securities which your union owned at the start and end of the reporting period in Columns (A) and (B). Book value is the lower of either cost or market value.

Item 29

Local 97 had a State of Pennsylvania bond which was valued at \$15,000 throughout the year so this figure is entered in both Columns (A) and (B).

Enter the book value of all fixed assets such as buildings, land, automobiles, and office furniture and equipment which are owned by your union at the start and end of the reporting period in Columns (A) and (B). The book value of fixed assets is cost less depreciation.

Local 97 owned a small building valued at \$40,000 which had no mortgage and which Local 97 did not depreciate. In addition, Local 97 had office equipment valued at \$2,500 at the beginning of the year and purchased a \$500 copying machine during the year. Local 97 did not depreciate the value of its office furniture so the amount entered in Column (B) is \$43,000.

Item 30

This is a catch-all item. Enter the total value of all assets which have not been reported in Items 25 through 29 at both the start and end of the reporting period in Columns (A) and (B).

Local 97 reported \$500 at both the start and end of the reporting period for a deposit being held by one of the utility companies that provides service to Local 97's building.

Item 31

Add Items 25 through 30 in both Columns (A) and (B) and enter the totals for each column in Item 31.

Liabilities

The four liabilities categories are accounts payable, loans payable, mortgages payable, and other liabilities.

Item 32

Enter the total amount of your union's accounts payable at the start and end of the reporting period in both Columns (C) and (D). Accounts payable are ordinarily those obligations incurred on an unpaid account for goods and services.

Local 97 owed money, both at the beginning and end of its fiscal year. Local 97 paid off its prior year's accounts payable during this fiscal year; however, it incurred additional accounts payable of \$368 to an office supply store and a local printer for a newsletter

mailed to the local's members. Therefore, \$321 and \$368 were entered in Columns (C) and (D).

Item 33

Enter the total amount of all loans which your union owed at the start and end of the reporting period in Columns (C) and (D). Include those loans which are represented by notes but not those secured by a mortgage or similar lien on real property (land or buildings). Loans secured by real property must be reported in Item 34 (Mortgages Payable).

Item 34

Enter the total amount of obligations secured by mortgages or similar liens on real property (land or buildings) which your union owed at the start and end of the reporting period in Columns (C) and (D).

Item 35

This is another catch-all item. Enter the amount of all other liabilities which have not been reported in Items 32 through 34 at the start and end of the reporting period in Columns (C) and (D). Examples of liabilities to be listed in this item would be payroll withholding taxes or per capita tax that had not been disbursed to the international union at the end of the reporting period.

Local 97 had \$40 in other debts at the beginning of the year which it paid off during the reporting period; therefore, it entered "40" and "00" in Columns (C) and (D).

Item 36

Add Items 32 through 35 in both Columns (C) and (D) and enter the totals for each column in Item 36.

Item 37

Subtract Item 36, Column (C) from Item 31, Column (A) and enter the difference in Item 37, Column (C). Subtract Item 36, Column (D) from Item 31, Column (B) and enter the difference in Item 37, Column (D).

To determine net assets for Local 97, total liabilities at the start and end of the reporting period of \$361 and \$368 were subtracted from total assets at the start and end of the reporting period of \$200,859 and \$205,735. The result was net assets for Local 97 of \$200,498 and \$205,367 at the start and end of its reporting period which were entered in Columns (C) and (D).

Receipts & Disbursements (Statement B)

Your union must account for all money received and spent during its fiscal year. These figures are reported in Statement B which requires that receipts be reported in six separate categories and disbursements in ten categories with totals for each. However, there are two things you need to know before starting Statement B. First, the law requires that this part of the form be filled out on a cash basis - that is, only report money actually received and

disbursed by your union.

And second, a common mistake in reporting these items is to report transfers between funds of your union as receipts and disbursements. For example, if your union transferred money from the union savings account to its checking account, no money was actually received or disbursed by the union; it was simply transferred from one account to another. Therefore, this should not be reported as a receipt or disbursement.

Receipts

The six receipts categories are dues; per capita tax; fees, fines, assessments, and work permits; interest and dividends; sale of investments and fixed assets; and other receipts.

Item 38

Enter the amount of dues actually received by your union during the reporting period from members, from employers (through a checkoff arrangement), and from a parent body or other affiliate. Report the full amount of dues received including any portion that will later be sent to a different level of your union as per capita tax. Also report in Item 38 payments in lieu of dues (agency fees) that are received from nonmember employees as a condition of employment under a union security provision in a collective bargaining agreement.

Item 38 should not include the portion of dues paid by your members to another level of your union, such as an intermediate body or your national union, either through direct payments or checkoff, which is retained by that organization for per capita tax or other purposes, such as a special assessment. Any amounts retained by another level of your union other than per capita tax must be explained in Item 56. For example, if another level of your union retained \$300 of your union's dues checkoff as payment for supplies purchased from that body by your organization, this should be explained in Item 56 of your union's LM-3 but the \$300 should not be reported as a receipt or a disbursement on your union's LM-3.

However, if another level of your union disbursed part of your union's dues checkoff on your union's behalf, this amount should be included in Item 38 and in the appropriate disbursement item on your union's LM-3. For example, if another level of your union disbursed \$800 of your union's dues checkoff to an attorney who had provided legal services to your union, this amount should be reported as a receipt in Item 38 and as a disbursement in Item 49 (Professional Fees) of your union's LM-3.

Do not report in Item 38 dues which your union collected on behalf of other organizations for transmittal to them. For example, if your union received dues from a member of an affiliate who worked in your union's jurisdiction, the dues collected on the affiliate's behalf must be reported in Item 43 (Other Receipts).

Local 97 received \$34,760 in dues during the reporting period

which it reported in Item 38.

Item 39

If your union is an intermediate or parent body, enter the amount of per capita tax received by your union either directly from members of affiliates, from subordinate unions (either directly or through intermediaries), or through a checkoff arrangement. Do not include dues collected for the benefit of subordinate bodies which are to be sent to them, which must be reported in Item 43 (Other Receipts).

Item 40

Enter the amount of all fees, fines, assessments, and work permit fees received by your union during the reporting year. If such funds are received on behalf of an affiliate to be sent to them, report those funds in Item 43 (Other Receipts).

Item 41

Enter the amount of interest and dividends received by your union from checking and savings accounts, bonds, mortgages, loans, investments, and all other sources.

Local 97 earned \$7,323 during the reporting period in interest and dividends which it entered in Item 41.

Item 42

Enter the net amount received by your union for all investments and fixed assets sold during the reporting period. Do not include the amount received from the sale of an investment which was promptly reinvested ("rolled over") during the reporting period. If any portion of a sale was not received by your union by the end of the reporting period, report that amount in Item 30 (Other Assets). If a mortgage or note is taken back, report it in Item 26 (Loans Receivable).

Item 43

This is another catch-all item. Enter the amount of all other receipts which have not been reported in Items 38 through 42 including loans obtained by your union, repayments of loans made by your union, rents, funds collected for transmittal to other organizations or individuals, and proceeds from the sale of union supplies.

Local 97 received \$200 from member Ev Mirkin as repayment on her loan which was reported in Item 43.

Item 44

Add Items 38 through 43 and enter the total in Item 44. Remember, if the amount in Item 44 is \$200,000 or more, you must file a Form LM-2 rather than the LM-3.

Disbursements

Enter the disbursements made to union officers during the reporting period as reported in Item 24, Line (j).

Local 97 had gross salary, allowances, and other disbursements to officers totaling \$11,343, less deductions of \$2,925, for a net disbursement amount of \$8,418 which was reported in Item 24, Line (j). This amount was entered in Item 45.

Item 46

Enter the total of all salaries, allowances, travel advances that are not loans, and any other direct or indirect disbursements (minus deductions for FICA, withheld taxes, etc.) which were made to employees of your union during the reporting period. Include in Item 46 disbursements to persons, other than officers, who receive lost time payments regardless of whether your union considers them to be employees, or whether or not your union makes any other disbursements (direct or indirect) to them. You may want to use the worktable on page 10 of the LM-3 instructions to ensure proper reporting of the amount in Item 46.

Local 97 paid a part-time secretary \$250 during the reporting period which it reported in this item.

Item 47

Enter the total amount of per capita tax your union paid to be affiliated with your parent national or international union, as well as any intermediate bodies.

Local 97 paid \$16,855 in per capita tax to the International Factory Workers Union which was entered in Item 47.

Item 48

Enter the total paid for office and administrative expenses such as payment for utilities, rent, publications, office supplies, postage, FICA taxes (if your union is an employer), fidelity bond premiums, etc. Do not include payments to officers and employees which must be reported in Items 45 and 46.

Local 97 paid \$6,889 in administrative expenses for the reporting year which reflected the total amount incurred by Local 97 for electricity, telephone, water, copy paper, envelope, toner, postage, and fidelity bond premiums.

Item 49

Enter the total amount your union paid for "outside" professional services such as accounting, legal, consulting, arbitration, research, etc. This includes disbursements for expenses of firms or individuals who provided professional services to your union.

Local 97 paid \$950 to a certified public accountant.

Item 50

Enter the amount of all direct and indirect benefits which were paid by your union. A direct benefit is a disbursement from your union's funds to an officer, employee, member, and/or their beneficiary. An indirect benefit is a disbursement to an independent entity, such as an insurance company for premiums for group life insurance, which will pay benefits to the covered individual under certain conditions.

Item 51

Enter the total of all contributions, gifts, and grants which your union made.

Item 52

Enter the total amount your union disbursed for investments and fixed assets. Do not include disbursements for reinvestment in U.S. Treasury securities and reinvestment of amounts received from the sale of U.S. Treasury securities and investments.

Local 97 paid \$500 for a copy machine during the reporting period which was entered in this item.

Item 53

Enter the total of all direct and indirect loans made by your union during the reporting year to individuals, businesses, and other organizations.

Local 97 reported the \$1,000 loan it made to Ev Mirkin.

Section 503 of the LMRDA prohibits unions from making direct or indirect loans to any officer or employee of the union which results in that individual having a total indebtedness to the union greater than \$2,000 at any time.

Item 54

This is another catch-all item. Enter the amount of all other disbursements which have not been reported in Items 45 through 53 including fees, fines, assessments, supplies for resale, repayments of loans obtained by your union, transmissionals of funds collected for third parties, educational and publicity expenses, withholding taxes, and payments for the account of affiliates and other third parties.

Local 97 reported \$2,925 which represented the amount withheld from officers' salaries for disbursement to the IRS.

Item 55

Add Items 45 through 54 and enter the total in Item 55.

Worktable

Before going any further you should turn to page 11 of the instructions to the LM-3 and complete the worktable to verify your cash figures entered on the report. If the amount you come up with is not the same as in Item 25, Column (B) of your LM-3, you should recheck all your figures.

Additional Information & Signatures (Items 56 - 58)

Item 56 on the bottom of page 2 of the LM-3 allows you to provide additional facts regarding a specific item on the form. Items 57 and 58 on the bottom of page 1 of the LM-3 are signature items for your union's president and treasurer or corresponding principal officers.

As pointed out several times throughout this pamphlet, Item 56 should be used to note additional information concerning other items on the LM-3. Enter the number of the item being explained in the left-hand column. If you need more space, attach additional sheets of paper with your union's name, six-digit file number, and the ending date of the reporting period as reported on the second line of Item 2.

The original and one copy of the completed LM-3 that are filed with OLMs must be signed by both the president and treasurer in Items 57 and 58. If the principal executive officer is not the president or the principal financial officer is not the treasurer, cross out that title on the form and enter the correct title.

The title of Local 97's principal financial officer is financial secretary rather than treasurer, which is explained in Item 56.

The original and one copy of your completed LM-3 submitted to OLMs should have original signatures. Photocopied, stamped, pencil, and mechanical signatures are not acceptable. Also, be sure to enter the date the report was signed. Enter the telephone number at which each signer conducts union business, including the area code. An unlisted telephone number is not required to be given.

Checklist

Well, that's it. You have completed the report. Before you mail your LM-3 to OLMs you should go over this ten-point checklist to make sure that you have covered these key points. Did you:

- ☐ 1. Include your union's six-digit file number in Item 1?
- ☐ 2. Complete Items 31, 36, 44, and 55 and add each

- ☐ 2. Complete Items 31, 36, 44, and 55 and add each correctly?

- ☐ 3. Insure that all persons who held office at any time during the reporting period are listed in Item 24, even if the union did not make any payments to them?

- ☐ 4. Complete the worktable on page 11 of the LM-3 instructions?

- ☐ 5. Provide an explanation in Item 56 for items which required additional information?

- ☐ 6. Complete all items on the form? If an item does not apply to your union and a figure is called for, "00."

- ☐ 7. Remember not to report cents on the LM-3? All dollar amounts on the LM-3 should be rounded to the nearest whole dollar - up if 50 cents or more and down if less than 50 cents.

- ☐ 8. Sign the form? The president and treasurer or corresponding principal officers must sign in Items 57 and 58.

- ☐ 9. Ensure that all entries on your report are legible? and finally,

- ☐ 10. File your LM-3 on time? It must be filed within 90 days after the end of your union's fiscal year.

We hope this pamphlet has been helpful in filling out your LM-3. We appreciate your efforts in making sure that your LM-3 is accurate, complete, and filed on time. Don't forget that if you leave your position as principal financial officer of your union, you should give all the union's financial records, including copies of the LM reports filed, to the next financial officer.

OLMS Assistance

Finally, we know that this pamphlet cannot cover all the questions that you may have about completing your LM-3. So, if you still have questions about the LM-3 or any other aspect of the LMRDA, such as union officer election procedures, feel free to contact the OLMS field office nearest you. OLMS staff can also provide blank copies of any reporting forms you may need.

SAMPLE FORM

LM-3 (Front)

U.S. Department of Labor
Office of Labor-Management
Standards
Washington, DC 20210

FORM LM-3 LABOR ORGANIZATION ANNUAL REPORT

FOR USE BY LABOR ORGANIZATIONS WITH
LESS THAN \$200,000 IN TOTAL ANNUAL RECEIPTS

Form approved
Office of Management
and Budget
No. 1215-0188
Expires 11-30-99

This report is mandatory under P.L. 95-257, as amended. Failure to comply may result in criminal prosecution, fines, or civil penalties as provided by 29 U.S.C. 439 or 444.

READ THE INSTRUCTIONS CAREFULLY BEFORE PREPARING THIS REPORT. SUBMIT THIS REPORT IN DUPLICATE.

1. FILE NUMBER 123-456		2. PERIOD COVERED MO DAY YR 12 31 XX		3. IF YOUR ORGANIZATION CEASED TO EXIST and file its final report, see Section XII of the instructions and check here: ☐	
4. AFFILIATION OR ORGANIZATION NAME International Factory Workers Union		5. DESIGNATION (Local, Lodge, etc.) 97		6. BUILDING AND ROOM NUMBER (if any) 269 Evergreen Street	
7. UNIT NAME (if any)		8. CITY Johnstown		9. STATE PA	
10. ZIP CODE 15902		11. ADDRESS WILLIAM HIRSCH			

12. Have you any officer or employee who was paid \$10,000 or more by your organization and also received \$10,000 or more as an officer or employee of another labor organization or of an employee benefit plan? ☒ Yes ☐ No		13. Have you any officer or employee who was paid \$10,000 or more by your organization and also received \$10,000 or more as an officer or employee of another labor organization or of an employee benefit plan? ☒ Yes ☐ No		14. Have you any officer or employee who was paid \$10,000 or more by your organization and also received \$10,000 or more as an officer or employee of another labor organization or of an employee benefit plan? ☒ Yes ☐ No	
15. Discover any loss or shortage of funds or other property? (Answer "Yes" even if there has been repayment or recovery.) ☒ Yes ☐ No		16. Have you any loss or shortage of funds or other property? (Answer "Yes" even if there has been repayment or recovery.) ☒ Yes ☐ No		17. Pay any employee salary, allowances, and other expenses which, together with any payments from affiliates, totaled more than \$10,000? ☒ Yes ☐ No	
18. Have loans totaling more than \$500 to any officer, employee, or member, or make any loans to a business enterprise? ☒ Yes ☐ No		19. Acquire or dispose of any goods or property in any manner other than by purchase or sale? ☒ Yes ☐ No		20. Have a political action committee (PAC) fund? ☒ Yes ☐ No	
21. Create or participate in the administration of a trust, fund, or other organization, as defined in the instructions, which provides benefits for members or other fund or organization, as defined in the instructions? ☒ Yes ☐ No		22. Have a "subsidiary organization" as defined in Section X of the instructions? ☒ Yes ☐ No		23. Have an audit or review of its books and records by an outside accountant or by a parent body auditor representative? ☒ Yes ☐ No	

24. How many members did your organization have at the end of the reporting period? 145		25. What is the maximum amount recoverable under your organization's fidelity bond for a loss caused by any officer or employee of your organization? \$ 20,000		26. During the reporting period, did your organization have any changes in its constitution and bylaws (other than tables of dues and fees) or in practices/procedures listed in the instructions? ☒ Yes ☐ No	
27. If the constitution and bylaws have changed, attach two new dated copies. If practices/procedures have changed, attach two new dated copies. If practices/procedures have changed, attach two new dated copies.		28. What is the date of your organization's next regular election of officers? 06 XX			
29. What are your organization's rates of dues and fees? (Enter a minimum and maximum if more than one rate applies for any fee.)		30. Rates of Dues and Fees			
(a) Regular Dues/Fees \$ 20 per month		(b) Initiation Fees None		(c) Transfer Fees None	
(d) Work Permits None		(e) Other Rates None		(f) Other Rates None	

31. How many members did your organization have at the end of the reporting period? 145		32. What is the maximum amount recoverable under your organization's fidelity bond for a loss caused by any officer or employee of your organization? \$ 20,000		33. During the reporting period, did your organization have any changes in its constitution and bylaws (other than tables of dues and fees) or in practices/procedures listed in the instructions? ☒ Yes ☐ No	
34. If the constitution and bylaws have changed, attach two new dated copies. If practices/procedures have changed, attach two new dated copies.		35. What is the date of your organization's next regular election of officers? 06 XX			
36. What are your organization's rates of dues and fees? (Enter a minimum and maximum if more than one rate applies for any fee.)		37. Rates of Dues and Fees			
(a) Regular Dues/Fees \$ 20 per month		(b) Initiation Fees None		(c) Transfer Fees None	
(d) Work Permits None		(e) Other Rates None		(f) Other Rates None	

38. How many members did your organization have at the end of the reporting period? 145		39. What is the maximum amount recoverable under your organization's fidelity bond for a loss caused by any officer or employee of your organization? \$ 20,000		40. During the reporting period, did your organization have any changes in its constitution and bylaws (other than tables of dues and fees) or in practices/procedures listed in the instructions? ☒ Yes ☐ No	
41. If the constitution and bylaws have changed, attach two new dated copies. If practices/procedures have changed, attach two new dated copies.		42. What is the date of your organization's next regular election of officers? 06 XX			
43. What are your organization's rates of dues and fees? (Enter a minimum and maximum if more than one rate applies for any fee.)		44. Rates of Dues and Fees			
(a) Regular Dues/Fees \$ 20 per month		(b) Initiation Fees None		(c) Transfer Fees None	
(d) Work Permits None		(e) Other Rates None		(f) Other Rates None	

Form LM-3 (Revised 1994)

LM-3 (Back)

ENTER AMOUNTS IN DOLLARS ONLY

FILE NUMBER
123-456

24. ALL OFFICERS AND DISBURSEMENTS TO OFFICERS

Name		Title		Status		Amount		Total	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Paul Snyder	Pres.	C	6,000	321	6,321				
Stella Polosky	V.P.	C	200	00	200				
Kay O'Reilly	Fin. Secy.	P	450	00	450				
William Hirsch	Fin. Secy.	N	2,550	622	3,172				
Robert Abraham	Rec. Secy.	C	1,000	00	1,000				
Martin Linsey	Trustee	C	200	00	200				
(g) Totals from additional pages (if any)						10,400	943	11,343	
(h) Totals of lines (a) through (g)									
(i) Less Deductions									
(j) Net Disbursements									
Enter the Total from Line (j) in Item 45									

STATEMENT A — ASSETS AND LIABILITIES

Item	ASSETS	Period (A)	End of Reporting Period (B)	LIABILITIES	Period (C)	End of Reporting Period (D)
25. Cash	142,859			32. Accounts Payable	321	368
26. Loans Receivable	00			33. Loans Payable	00	00
27. U.S. Treasury Securities	00			34. Mortgages Payable	00	00
28. Investments	15,000			35. Other Liabilities	40	00
29. Fixed Assets	42,500			36. TOTAL LIABILITIES	361	368
30. Other Assets	500			37. NET ASSETS		
31. TOTAL ASSETS	200,859			(Item 31 lines from 36)	200,498	205,367

STATEMENT B — RECEIPTS AND DISBURSEMENTS

Item	CASH RECEIPTS	AMOUNT	CASH DISBURSEMENTS	AMOUNT
38. Dues	34,760		45. To Officers (from Item 24)	8,418
39. Per Capita Tax	00		46. To Employees (less deductions)	250
40. Fees, Fines, Assessments & Work Permits	80		47. Per Capita Tax	16,855
41. Interest & Dividends	7,323		48. Office & Administrative Expense	6,889
42. Sale of Investments & Fixed Assets	00		49. Professional Fees	950
43. Other Receipts	200		50. Benefits	00
44. TOTAL RECEIPTS	42,363		51. Contributions, Gifts & Grants	1,000
			52. Purchase of Investments & Fixed Assets	500
			53. Loans Made	1,000
			54. Other Disbursements	2,925
			55. TOTAL DISBURSEMENTS	38,787

If total receipts reported in Item 44 are \$200,000 or more, your organization must file Form LM-2 instead of this form.

56. ADDITIONAL INFORMATION (If more space is needed, attach additional pages properly identified.)

Item Number	1d	Herbert Zwieg, Certified Public Accountant, Johnstown, PA.
18		\$1,000 loan to member by Milklin on February 3, for hospital costs. Repayment: \$200 per year for 5 years payable on December 1 of each year.
24		No security given. \$800 was owed at the end of the reporting period.
24		William Hirsch was appointed interim financial secretary after Kay O'Reilly resigned on February 20.
58		The title of Local 97's principal financial officer is financial secretary.

OLMS Info

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ESA Home Page

DOL Home Page

- ## What Should You Learn About 990's?
- What is this form?
 - Why is it important?
 - Who has to file?
 - What if I don't file?
 - Unrelated business income
 - Do You know where our Form 990 is located?



Form 990

FORM 990 RETURN OF ORGANIZATION EXEMPT FROM INCOME TAX

- Main reporting form for tax-exempt organizations
- Information return
- Due date: 15th day of the 5th month following year-end – May 15th for calendar year-end unions.
- **MUST BE FILED ELECTRONICALLY**
- Public document
- Purposes
 - Provides financial information
 - Helps government enforcement

FORM 990 FILING REQUIREMENTS

- File form 990, 990-EZ or 990-N
 - 990-N if gross receipts less than \$50,000
 - 990-EZ if gross receipts between \$50,000 - \$200,000 and total assets under \$500,000
 - 990 if gross receipts greater than \$200,000 and assets equal to or greater than \$500,000

New Rules for 990-N effective August 2022

- Must file electronically through the IRS website, not the Urban Institute website as done in the past.

- <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

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FAILURE TO FILE PENALTIES

- \$20 per day not to exceed \$20,000 for 990-EZ*
- \$100 per day not to exceed \$50,000 for 990
- Possible revocation of tax-exempt status

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UNRELATED BUSINESS TAXABLE INCOME (UBTI)

- Subject to tax if profit making activity
- Is regularly carried on
- Constitutes a trade or business
- Not related to organization's tax exempt status
- File Form 990T and pay taxes at corporate tax rates
- Common Issues – HBP members, advertising income, renting space to an unrelated party in a building with a mortgage
- Must file a 990-T if GROSS income is exceeded by \$1,000 (84 HBP Members)

LOSING YOUR TAX EXEMPT STATUS – WHAT TO DO NEXT?

- IRS Code Section 6033(j) – exempt status revoked if you do not file a 990 for three consecutive years (included in Pension Protection Act)
- Revocation effective with due date third return
- 123,000 Organizations lost their status in May, 2011
- To be reinstated
- File application for exemption
- Pay applicable user fee
- If approved IRS will issue new determination letter
- Organizations may require retroactive reinstatement
- You can check your status: Publication 78

WHY YOUR STAFF SHOULD KNOW WHERE THE FORM 990 IS LOCATED?

- Public disclosure requirements:
 - If requested in person, comply immediately
 - If requested in writing, comply within thirty days
 - May charge reasonable fee for photo copying
 - Penalties of \$20 per day (up to \$10,000 maximum) per return

9

WHAT ARE YOUR CHANCES OF GETTING AUDITED BY THE IRS?

- Number of Exempt Organization Filings filed:
 - 2009: 776,300 *
 - 2013: 765,395 **
- Number of 990/990 EZ Filings Examined:
 - 2009 Filings: 3,596
 - 2013 Filings: 2,579

*excludes 254,864 Forms 990-N
**excludes 470,895 Forms 990-N

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Inquiries About Form 990

- ☐ Was the form filed on time for the prior year?
- ☐ Ask for a copy of the form filed last year
- ☐ Familiarize yourself with its contents and ask questions
- ☐ If your Union files a Form 990, not the 990EZ, look at the governance questions and specifically any question marked "No". Is this what you expect from your Union?
- ☐ Who prepared the prior year filing and who signed it?
- ☐ Is your compensation reported correctly
- ☐ Should your Branch be filing a 990-T?

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Now for the Form.....

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Short Form

Return of Organization Exempt From Income Tax

2022

OMB No. 1545-0047

Under section 501(c)(3), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form, as it may be made public.

Go to www.irs.gov/Form990EZ for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

A For the 2022 calendar year, or tax year beginning

, 2022, and ending

, 20

B Check if applicable:

- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/terminated
- ☐ Amended return
- ☐ Application pending

G Accounting Method:

☒ Cash ☐ Accrual ☐ Other (specify):

I Website:

J Tax-exempt status (check only one) — ☒ 501(c)(3) ☐ 501(c) (5) (insert no.) ☐ 4947(a)(1) or ☐ 527

H Check ☒ if the organization is not required to attach Schedule B (Form 990).

K Form of organization: ☐ Corporation ☒ Association ☐ Other:

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets

\$ 196,730

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I

Revenue

Expenses

Net Assets

1	Contributions, gifts, grants, and similar amounts received	1	0
2	Program service revenue including government fees and contracts	2	0
3	Membership dues and assessments	3	0
4	Investment income	4	191,470
5a	Gross amount from sale of assets other than inventory	5a	4,320
b	Less: cost or other basis and sales expenses	b	0
c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	c	0
6	Gaming and fundraising events:		
a	Gross income from gaming (attach Schedule G if greater than \$15,000)	a	0
b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	b	0
c	Less: direct expenses from gaming and fundraising events	c	0
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	d	0
7a	Gross sales of inventory, less returns and allowances	7a	0
b	Less: cost of goods sold	b	0
c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	c	0
8	Other revenue (describe in Schedule O)	8	20,940
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	196,730
10	Grants and similar amounts paid (list in Schedule O)	10	7,645
11	Benefits paid to or for members	11	8,219
12	Salaries, other compensation, and employee benefits	12	117,135
13	Professional fees and other payments to independent contractors	13	3,940
14	Occupancy, rent, utilities, and maintenance	14	5,890
15	Printing, publications, postage, and shipping	15	5,400
16	Other expenses (describe in Schedule O)	16	38,886
17	Total expenses. Add lines 10 through 16	17	187,115
18	Excess or (deficit) for the year (subtract line 17 from line 9)	18	9,615
19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	266,800
20	Other changes in net assets or fund balances (explain in Schedule O)	20	0
21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	277,615

or Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 106421

Form 990-EZ (2022)

Part II Balance Sheets (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II.

Part III			Statement of Program Service Accomplishments (See the instructions for Part III)		
27	Net assets or fund balances (line 27 of column (B) must agree with line 21)		27	268,000	277,615
26	Total liabilities (describe in Schedule O)		26	0	0
25	Total assets		25	268,000	277,615
24	Other assets (describe in Schedule O)		24	2,000	2,000
23	Land and buildings		23	175,000	174,615
22	Cash, savings, and investments		22	91,000	101,000
			(A) Beginning of year	(B) End of year	

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III.

What is the organization's primary exempt purpose? **REPRESENTING UNION MEMBERS**

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

28 **THE ORGANIZATION REPRESENTS 330 UNITED STATES FORMERLY EMPLOYEES BY PROTECTING WORKING CONDITIONS, BENEFITS, WAGES AND SAFETY WHILE DEFENDING AGAINST MANAGEMENT ABUSES**

29	(Grants \$)	28a	☐	If this amount includes foreign grants, check here
30	(Grants \$)	29a	☐	If this amount includes foreign grants, check here
31	(Grants \$)	30a	☐	If this amount includes foreign grants, check here
32	(Grants \$)	31a	☐	If this amount includes foreign grants, check here

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated—see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV.

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC; (if not paid, enter -0-))	(d) Health benefits, deferred compensation, and other compensation	(e) Estimated amount of other compensation
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BOSSMAN, N. CHARLES	40	PRESIDENT		0
DONALD D. DOLLARS		TREASURER		0
123 CASH ST. MEGABUCKS, CA 13339	20			0
SUZANNE B. CHAPSTICK		FIN. SECY		0
123 CASH ST. MEGABUCKS, CA 13339	15			0
ROBERT D. BUDNOR		REC SECY		0
123 CASH ST. MEGABUCKS, CA 13339	12			0
WANN B. CHARGE		VICE PRES		0
123 CASH ST. MEGABUCKS, CA 13339	12			0
BUSTER Z. WATERDOG		SET AT ARMS		0
123 CASH ST. MEGABUCKS, CA 13339	1			0
MARK U. BETTER		HR REP		0
123 CASH ST. MEGABUCKS, CA 13339	1			0
ROBIN D. BANKS		FRAMER TREAS		0
123 CASH ST. MEGABUCKS, CA 13339	1			0
MAN E. CHECKER		TRUSTEE		0
123 CASH ST. MEGABUCKS, CA 13339	3			0
FRANK N. STEIN		TRUSTEE		0
123 CASH ST. MEGABUCKS, CA 13339	3			0
HOPE U. MONT-TY		TRUSTEE		0
123 CASH ST. MEGABUCKS, CA 13339	3			0
SEE U. MONT		TRUSTEE		0
123 CASH ST. MEGABUCKS, CA 13339	3			0

Other information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V

Instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V

		Yes	No	X
33	Detailed description of each activity in Schedule O.			
34	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions			
35a	Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?			
b	If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O			
c	Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III .			
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N			
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions			
b	Did the organization file Form 1120-POL for this year?			
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?			
b	If "Yes," complete Schedule L, Part II, and enter the total amount involved			
39	Section 501(c)(7) organizations. Enter:			
a	Initiation fees and capital contributions included on line 9			
b	Gross receipts, included on line 9, for public use of club facilities			
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under:			
b	section 4912;			
c	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I			
d	on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958.			
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T			
f	List the states with which a copy of this return is filed:			
g	The organization's books are in care of:			
h	Located at:			
i	A financial account in a foreign country (such as a bank account, securities account, or other financial account)			
j	If "Yes," enter the name of the foreign country:			
k	See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
l	At any time during the calendar year, did the organization maintain an office outside the United States?			
m	If "Yes," enter the name of the foreign country:			
n	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041—Check here			
o	and enter the amount of tax-exempt interest received or accrued during the tax year			
p	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ			
q	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ			
r	Did the organization receive any payments for indoor tanning services during the year?			
s	If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O			
t	Did the organization have a controlled entity within the meaning of section 512(b)(13)?			
u	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions			

Part VI Section 501(c)(3) Organizations Only

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I.

46	Yes	No
46	☒	

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II.

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E.

49a Did the organization make any transfers to an exempt non-charitable related organization?

49b If "Yes," was the related organization a section 527 organization?

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

	(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
47					
48					
49a					
49b					

f Total number of other employees paid over \$100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A.

Yes ☐ No ☐

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer: DONALD D. DOLANS

Date: TODAYS DATE

Preparer

Print/Type preparer's name: _____

Preparer's signature: _____

Date: _____

Check ☐ if self-employed

PTIN: _____

Firm's EIN: _____

Firm's address: _____

Phone no.: _____

Use Only

May the IRS discuss this return with the preparer shown above? See instructions.

Yes ☐ No ☐

SCHEDULE O
(Form 990)

Department of the Treasury
Internal Revenue Service

Name of the organization

NALC BRANCH 999

Employer identification number
12-3456789

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for the latest information.

Open to Public Inspection

2022

OMB No. 1545-0047

PART I, LINE 8 - OTHER REVENUE

RENTAL ACTIVITY INCOME 12,840
HAP MEMBERS 1,000
ADVERTISING 6,000
50/50 ACTIVITY 1,100

\$ 20,940

PART I, LINE 16 - OTHER EXPENSES

OFFICER EXPENSES \$ 9,300

EMPLOYEE EXPENSES 1,430

PAYROLL SERVICE 950

OFFICE EXPENSES 3,641

INSURANCE 4,450

EMPLOYMENT TAXES 5,400

PROPERTY TAXES 2,800

PER CAPITA - STATE AFL-CIO 8,400

DISPOSAL OF FIXED ASSETS 3,000

OFFICER EXPENSE REIMBURSEMENTS < 485 >

\$ 38,886

PART II, LINE 24 - OTHER ASSETS

SECURITY DEPOSIT ON COPIER

\$ 2,000

Basic Assumptions - Form 990EZ Part I

LINE #

RECEIPTS
Dues Revenue
Rental Income
Interest Income
HBP Member Revenue
Advertising Income
Officer Reimbursement
50/50 Income
Total Receipts

171,470
12,840
4,320
1,000
6,000
485
1,100
197,215

(3)

(4)

\$20,940 (8)

Report as a reduction to expenses

\$196,730 (9)

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)		Check if the organization used Schedule O to respond to any question in this Part I	
1	Contributions, gifts, grants, and similar amounts received		
2	Program service revenue including government fees and contracts		
3	Membership dues and assessments		
4	Investment income		
5a	Gross amount from sale of assets other than inventory	5a	
b	Less: cost or other basis and sales expenses	5b	
c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	5c	
6	Gaming and fundraising events:		
a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	
c	Less: direct expenses from gaming and fundraising events	6c	
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	
7a	Gross sales of inventory, less returns and allowances	7a	
b	Less: cost of goods sold	7b	
c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	7c	
8	Other revenue (describe in Schedule O)		
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8		196,730

Basic Assumptions - 990 EZ - Part II

BALANCE SHEETS

Beginning	Ending
31,000 10,000 50,000 6,000 15,000 35,000 119,000 2,000 268,000	36,000 15,000 50,000 6,000 14,615 35,000 119,000 2,000 277,615
Balance 31,000 10,000 50,000 6,000 15,000 35,000 119,000 2,000 268,000	Balance 36,000 15,000 50,000 6,000 14,615 35,000 119,000 2,000 277,615
22A 23A 24A 27A	22B 23B 24B 27B
Checking Savings Certificate of Deposit Furniture Computers Land Building Security Deposit - Copier	

Total Assets with NO FIXED ASSETS

93,000

103,000

Form 990-EZ (2022)

Part II Balance Sheets (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II ☐

22	Cash, savings, and investments	91,000	(A) Beginning of year
23	Land and buildings	101,000	(B) End of year
24	Other assets (describe in Schedule O)	174,615	
25	Total assets	277,615	
26	Total liabilities (describe in Schedule O)	0	
27	Net assets or fund balances (line 27 of column (B) must agree with line 21)	277,615	

Fixed Assets

BEGINNING BALANCE \$ 175,000

COST OF DEPRECIATED FIXED ASSETS (3,000)

FIXED ASSETS PURCHASED 2,615

\$ 174,615

Basic Assumptions - Form 990EZ Part I

Line # on Form	3	4	8
RECEIPTS			
Dues Revenue	171,470		
Rental Income	12,840		
Interest Income	4,320	4,320	
HBP Member Revenue	1,000		
Advertising Income	6,000		
Officer Reimbursement	485		
50/50 Income	1,100		
Total Receipts	197,215	4,320	21,425
Adjustment for 990	(485)	-	(485)
Officer Reimbursement	196,730	4,320	20,940

Dues

Inv Inc

Other

Basic Assumptions - Form 990EZ Part I

EXPENSES

Officer Salaries	106,935
Officer Expenses	9,300
Employee Salaries	10,200
Employee Expenses	1,430
Utilities	5,890
Payroll Service	950
Office Expense	3,641
Insurance	4,450
Donations	6,645
Scholarships	1,000
Employment Taxes	5,400
Property Taxes	2,800
Member Benefits	8,219
Legal & Accounting	3,940
Newsletter	5,400
State/Regional AFL-CIO	8,400
Payroll Withholdings	-
Equipment	2,615
Total Disbursements	187,215

7,645 (10)

(14)

117,135 (12)

ALL OTHER LINES PLUS
ADJUSTMENTS ARE
COMBINED FOR LINE (16)
\$38,886

DEDUCT
OFFICER REIMBURSEMENT (485)
FIXED ASSET PURCHASES (2,615)
ADDED
DISPOSED FIXED ASSETS 3,000
187,115 (17)

Net Assets		Expenses	
10	Grants and similar amounts paid (list in Schedule O)	10	7,645
11	Benefits paid to or for members	11	8,219
12	Salaries, other compensation, and employee benefits	12	117,135
13	Professional fees and other payments to independent contractors	13	3,940
14	Occupancy, rent, utilities, and maintenance	14	5,890
15	Printing, publications, postage, and shipping	15	5,400
16	Other expenses (describe in Schedule O)	16	38,886
17	Total expenses. Add lines 10 through 16	17	187,115
18	Excess or (deficit) for the year (subtract line 17 from line 9)	18	9,615
19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	266,800
20	Other changes in net assets or fund balances (explain in Schedule O)	20	0
21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	277,615

For Paperwork Reduction Act Notice, see the separate instructions.

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Form 990-EZ (2022)

Basic Assumptions - Form 990EZ Part I

	10	11	12	13	14	15	16
<u>DISBURSEMENTS</u>	<u>Grants</u>	<u>Benefits</u>	<u>Salaries</u>	<u>Prof Fee</u>	<u>Occupancy</u>	<u>Printing</u>	<u>Other</u>
Officer Salaries			106,935				
Officer Expenses			9,300				9,300
Employee Salaries			10,200				
Employee Expenses							1,430
Utilities					5,890		
Payroll Service							950
Office Expense							3,641
Insurance							4,450
Donations							6,645
Scholarships							1,000
Employment Taxes							5,400
Property Taxes							2,800
Member Benefits		8,219					
Legal & Accounting				3,940			
Newsletter						5,400	
State/Regional AFL-CIO							8,400
Equipment							2,615
Total Disbursements	187,215						38,986
ADJUSTMENTS LM to 990							
Officer Reimbursement							(485)
Fixed Assets Capitalized							(2,615)
Fixed Assets Donated							3,000
	187,115						38,886
Total for NO FIXED ASSETS	186,730						38,501