

National Board Of Trustees  
First Verification  
February 24  
to March 6, 2020  
2019 – 2023 Term

1. INTRODUCTION

The National Board of Trustees met from February 24 to March 6, 2020 at the National Office of the Union in Ottawa for the first verification of the 2019 – 2023 term.

As provided for in the National Constitution under sections 4.96 to 4.99, we have completed an examination of the financial transactions of the Union for the period of July 1, 2018 to June 30, 2019.

The work of the National Board of Trustees consisted of examining the national treasury books, vouchers pertaining to expenditures, expense accounts for National and Regional Officers and Union Representatives, minutes of meetings, as well as any other documents deemed useful and necessary to complete our examination.

2. COMPOSITION OF THE NATIONAL BOARD OF TRUSTEES

The National Board of Trustees is composed of the following members;

Ontario Region	
Brother John Lawrence	Chairperson
Metro-Toronto Region	
Sister Angela Jones	Secretary
Atlantic Region	
Brother Scott Gaudet	Member
Quebec Region	
Brother Marc Désilets	Member
Metro-Montreal Region	
Brother Stéphane Surprenant	Member
Central Region	
Brother John Minthorn	Member
Prairie Region	
Sister Cathy Furtak	Member
Pacific Region	
Sister Norma Kimball	Member

At our first meeting held on February 24, 2020, the National Board of Trustees elected Brother John Lawrence, Ontario Region, and Sister Angela Jones, Metro-Toronto Region, Chairperson and Secretary of the Board respectively.

All elected Trustees, from their respective Regions, were in attendance for the first verification of this mandate.

3. RESOLUTIONS AND RECORDS OF PROCEEDINGS

The National Board of Trustees verified all records of proceedings of the National Executive Board meetings for the period of July 1, 2018 to June 30, 2019, for the purpose of verifying financial resolutions, as per sections 4.99 and 4.100 of the National Constitution.

The National Board of Trustees noted instances where the adoption of National Executive Board meeting minutes had not been done for many months. Also some minutes were marked “draft” on the English minutes but not on the French minutes.

Therefore, the National Board of Trustees recommends:

- That the National Executive Board approve their meeting minutes in a timely manner in accordance with section 4.14 of the National Constitution.  
  
The NEB members deal with urgent matters, which can result in the minutes not being addressed at every meeting. A process has been put in place to prioritize their adoption.
- That the National Executive Board distribute all minutes in a timely manner in accordance with the National Constitution.  
  
The minutes are distributed as soon as possible after their adoption.

4. ANNUAL VERIFICATION

The National Board of Trustees conducted a full year’s verification for the fiscal year July 1, 2018 to June 30, 2019.

It must be noted that as this year’s National Board of Trustees had only one returning member, that Brothers Anthony Holzer and Roland Savard, were invited to attend for two days to assist in the transition to an almost entirely new Board. Their help is noted and appreciated.

The National Board of Trustees is scheduled to reconvene on February 22, 2021, for their second verification.

5. CUPW 2019 NATIONAL CONVENTION

Based on information provided to the National Board of Trustees and our verification work, the current cost of our National Convention which took place in Toronto from May 13 to May 17, 2019 is \$3,932,405.76.

The costs for the 2019 National Convention are broken down as follows:

Meeting room rental	\$167,357.87
Accommodation	\$1,195,973.98
Travel	\$385,211.02
Simultaneous interpretation	\$253,006.62
Interpretation equipment¹	\$772,045.99
Per diem	\$275,478.65
Child care	\$15,875.00
Host Committee	\$22,583.80
Lost wages	\$555,877.92
Others	\$11,654.10
Computer supplies	\$1,900.66
Drink and food	\$2,210.39
Professional fees	\$55,081.76
Telephone	\$833.72
Postage²	\$15.21
Printing and supplies	\$123,094.19
Verbatim	\$34,417.25
Staff wages	\$71,517.17
Registration fees (from Observers)³	\$(8,450.00)
Total	\$3,935,685.30
Special assessment received from 2018 – 2019 fiscal year⁴	\$(3,279.54)
Cost out of General Fund	\$3,932,405.76

Please note that there are still expenses being incurred such as storage costs, pending invoices and overtime paid.

¹ This amount represents only the fees paid to interpreters. The cost of the interpretation equipment (microphone, earpiece, transmitter) is reported in the “Interpretation Equipment” category, which also includes the equipment and fees paid to the light show. A better cost breakdown approach would be appreciated in the future.

² The 2015 National Convention postage expense reported in the 4<sup>th</sup> verification of the last term of the National Board of Trustees was \$15,190.60, a significant difference than that which is reported in the 2018 – 2019 verification for the 2019 National Convention.

³ These fees are paid by the Locals and/or Regions.

⁴ Please note that there are still funds being recovered from special assessments as members return from leave.

Chart - National Convention Costs

Convention Year	National Convention Costs	Increase Over Previous Conventions
2005	\$3,158,047	
2008	\$3,241,353	\$83,306
2011	\$3,474,518	\$233,165
2015	\$3,741,317	\$266,799
2019	\$3,935,685	\$194,368

The National Board of Trustees was able to verify that National Convention expenses were made in accordance with the National Constitution.

6. NEGOTIATIONS

CUPW was in negotiations with Canada Post for both the Urban and RSMC units during the 2018 – 2019 fiscal year, as well as with several private sector employers.

The monies spent on negotiations is noted in the following chart:

Chart - Negotiation Costs

	RSMC and Urban Bargaining Units	Private Sector Bargaining Units
2017 – 2018	\$2,244,429	\$35,466
2018 - 2019	\$3,001,926	\$125,427

7. LOCAL FINANCIAL STATEMENTS

The National Board of Trustees examined the Local Financial Statements for the fiscal year 2018 – 2019 and found the following:

The number of Locals that did not submit Local Financial Statements as per section 9.29 of the National Constitution decreased from 38 in the last verification to 25.

The number of Local Financial Statements that did not balance increased from 53 to 68. This is partially due to the fact that Locals are submitting outdated Local Financial Report forms. It was also noted that the Local Financial Report form was amended between 2017 – 2018 and 2018 – 2019. This change has resulted in some Local Financial Statements not balancing when they would have on the previous year’s form. Our concerns have been noted with the National Secretary-Treasurer and the Director of Finance and Administration.

Chart - Local Financial Statements

Region	Number of Locals in Region	Financial Statements not Filed	Number of Locals with Statements that do not Balance	Non Payment To Labour Council	Bank Statements not Provided	Locals Under Trusteeship
Atlantic	35	0	12	22	2	1
Quebec	32	0	7	7	4	0
Metro-Montreal	2	2	0	0	0	1
Central	35	9	12	14	5	4
Metro-Toronto	1	0	0	0	0	0
Ontario	29	1	7	8	2	0
Prairie	33	6	14	18	4	1
Pacific	36	7	16	19	4	3
Total	203	25	68	88¹	21	10

¹ Non-payment to Labour Council does not include those Locals that have not filed a 2018- 2019 annual financial statement, thus there is no way to determine if such payment was made.

Although the National Finance Department was instructed following last year’s verification to make adjustments to statements that have not balanced and to communicate the new year-end balance to Locals to carry-over to the next

fiscal year, this year’s verification does not reflect this initiative and there is no way to verify that this was done.

Locals that have audited financial statements are not required to fill out the Local Financial Statement form sent to them by the National Secretary-Treasurer, but are required to ensure that those audited statements are submitted in accordance to section 9.29 of the National Constitution. The National Board of Trustees understands that audited finances take longer but it is crucial that these audited statements are available to the National Board of Trustees at the time of their verification. Audited financial statements from two of the four Locals that regularly submit them, were not present at our verification.

To date, the National Secretary-Treasurer was unable to provide the National Board of Trustees the Local Financial Statement of some Locals that had filed them.

There were 88 Locals who had not made payments to a District Labour Council according to the Local Financial Statements submitted to National Office. There are Locals who do not have a Labour Council to make payment to.

Upon verification of the Local Financial Statements, the National Board of Trustees found that there were occasions where Locals were not providing the details of “other money paid-out” or “other cash received”. Providing those details would help the National Board of Trustees verify that Union funds are being used appropriately, as per section 9.37 of the National Constitution. It is also important that all Local Financial Statements are dated and signed by the Local Secretary-Treasurer and the Local Officer, as not all were.

There were 21 Locals who did not submit a June 2019 bank statement with their Local Financial Statements as per the National Secretary-Treasurer’s request. Locals are to be reminded that only the June bank statement for the year of verification needs to be submitted.

Only three Locals forwarded their Local Trustee Committee Verification Report to the National Secretary-Treasurer and their National Director as per the National Secretary-Treasurer’s request.

Therefore, the National Board of Trustees recommends:

- That the National Secretary-Treasurer continue to remind Locals of their obligation under section 9.29 of the National Constitution to file their Local Financial Statements on time; and

Locals are advised annually of their obligations under section 9.29 of the National Constitution. Locals delinquent in submitting their Annual Financial Statement are sent reminder notices, copied to the respective National Director.

- That the National Secretary-Treasurer make an adjustment to the Local Financial Statements that do not balance and to communicate the new year-end balance to Locals to carry-over to the next fiscal year and that a list of those Locals who have had adjustments be made available to the National Board of Trustees; and

When time permits, the staff responsible for reviewing the Local Annual Financial Statements has been instructed to make adjustments to statements that do not balance. The new year-end balance is communicated to the respective Local for use in their next fiscal year.

- That the National Secretary-Treasurer communicate with Locals who have not submitted payment to Local Labour Councils to determine if there are any Labour Councils and, if not, to encourage the Local to support a Labour Council outside their area; and

The letter sent to Locals with the Annual Financial Statement forms references the obligation to pay per capita to their District Labour Council. The detailed instructions on how to complete the Annual Financial Statement includes specifics about District Labour Council payments and the ramifications of failure to do so.

- That the National Secretary-Treasurer send to all Locals a list of Labour Councils within their Region; and

Requests have been made to provincial Labour Councils for listing of all Labour Councils within their respective province. Once this information is received, a letter will be sent out to Locals.

- That the National Secretary-Treasurer, along with the National Directors, remind Locals to accurately document “other money paid-out” and “other cash received” when completing their Local Financial

Statements and to ensure that the Local Financial Report is signed and dated by the authorized Local Officers; and

The letter sent in June to all Local Secretary-Treasurers explains how to accurately fill out the Annual Financial Statement and includes direction to report on all funds and investments obtained from membership dues money.

- That Local Trustee Committee reports be submitted along with the Local Financial Statements;

The National Constitution does not require that Local Trustee Committee reports be included with the Annual Financial Statements. Copies of reports have been requested but are not mandated.

Correspondence was sent to Locals in September 2020 reminding them of the constitutional requirement to have local trustees along with a document outlining their roles and responsibilities as well as the “Local Trustees Report”.

8. EXPENSES FOR REGIONAL ACTIVITIES

The National Board of Trustees examined the expense accounts with respect to Union activities for which the National Directors have received an advance of funds. During this verification, 70 activities were held throughout the eight Regions.

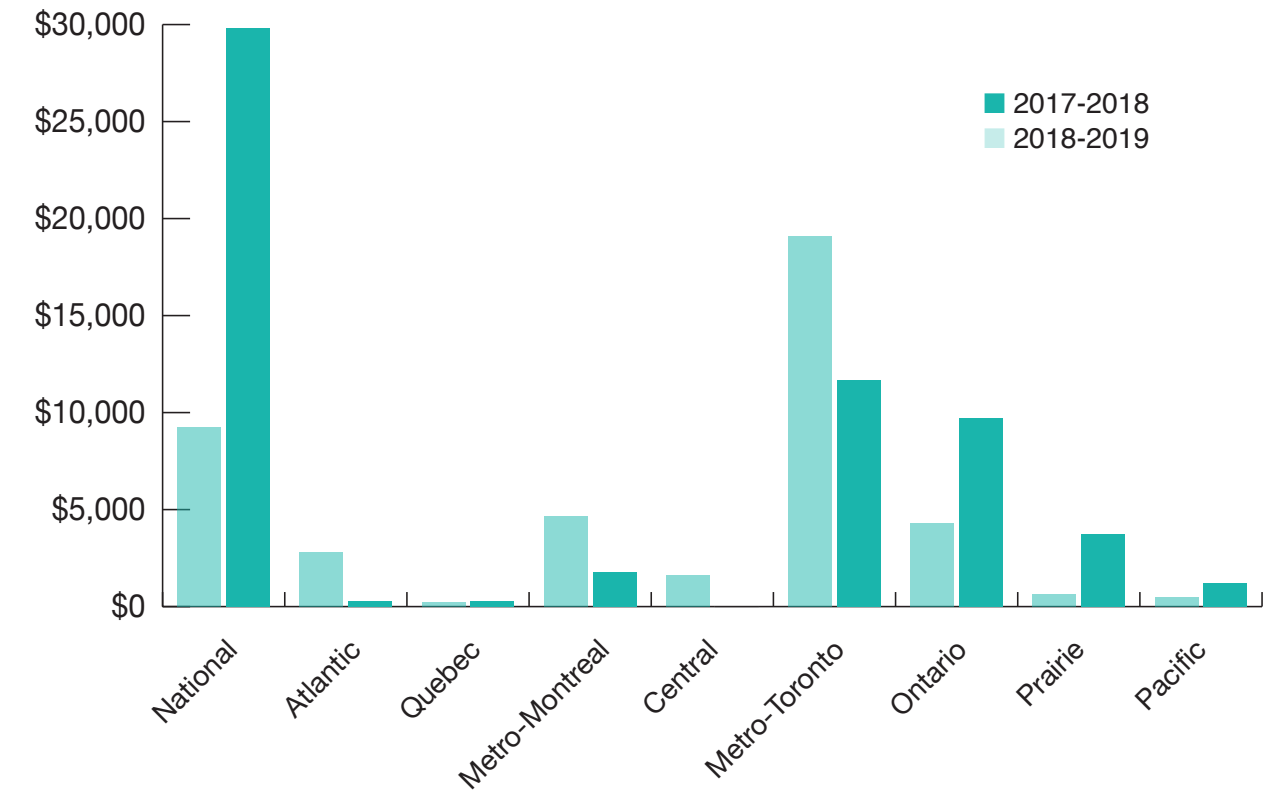
All Regions have submitted their expense reports as required under section 5.13 of the National Constitution. The vouchers included were clear and easy to check.

All Regions had outstanding balances due to National Office as of June 30, 2019. Outstanding balances are to be expected and are of little cause for concern as long as they are reconciled in a timely manner, which was the case in 2018 – 2019.

The National Board of Trustees appreciates the efforts of the Regions to reconcile these accounts, as this has been an issue in the past.

9. EXPENSES FOR REGIONAL OFFICES

Chart - Child/Elder Care Costs by Region¹



	National	Atlantic	Quebec	Metro Montreal	Central	Metro Toronto	Ontario	Prairie	Pacific
2017-2018	\$9,240	\$2,810	\$240	\$4,650	\$1,645	\$19,075	\$4,300	\$650	\$465
2018-2019	\$29,819	\$300	\$300	\$1,790	\$0	\$11,680	\$9,695	\$3,720	\$1,190

¹\$33,040 from General Fund and \$25,494 from Education Fund

Chart - Child/Elder Care Costs by National Activity

The National Board of Trustees has examined the Regional files for the period of July 1, 2018 to June 30, 2019.

Most expenses for Regional Offices are paid at National Office.

10. CHILD/ELDER CARE COSTS

The National Board of Trustees examined the costs associated with Child/Elder Care. During the last term, the National Board of Trustees had identified an issue with this file, resulting in recommendations to the National Executive Board. Child/Elder Care costs have stabilized and the National Board of Trustees was told that further steps were to be taken.

The total associated costs with Child/Elder Care for this verification period were \$58,494 compared to \$43,075 for 2017 – 2018, with the increase due to National Convention costs.

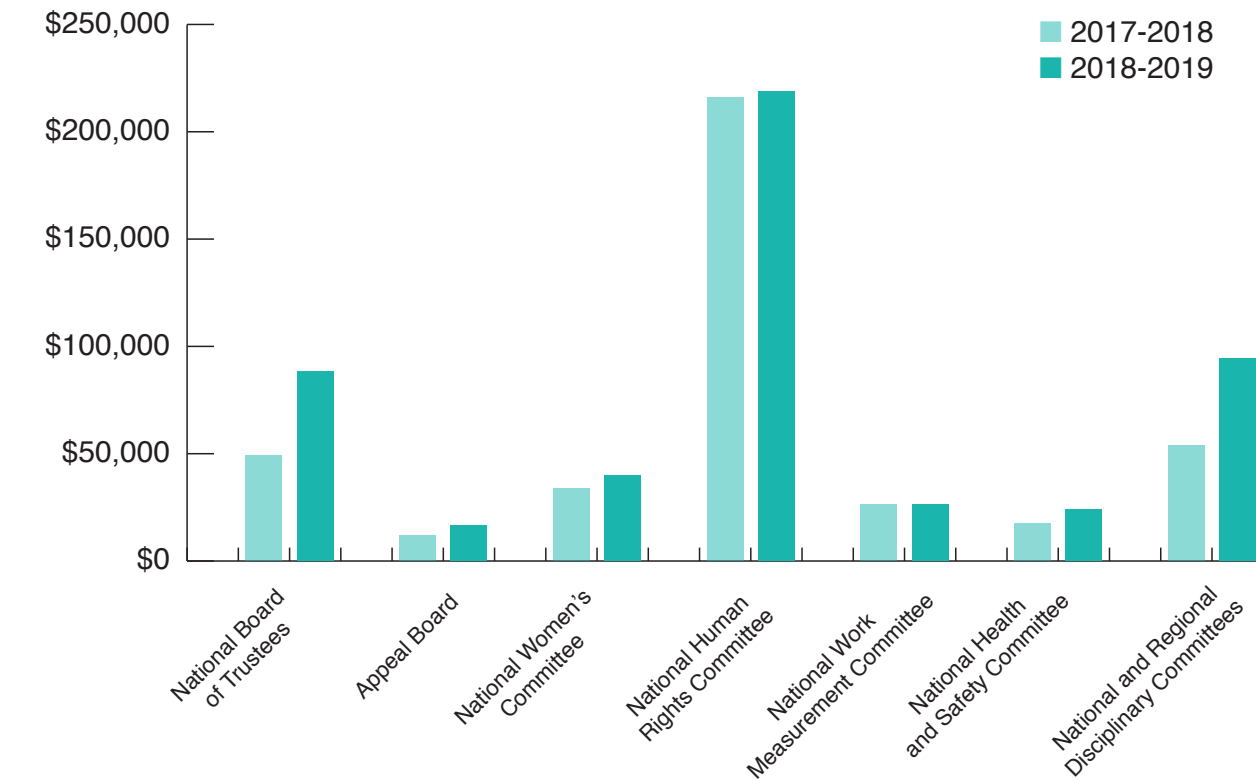
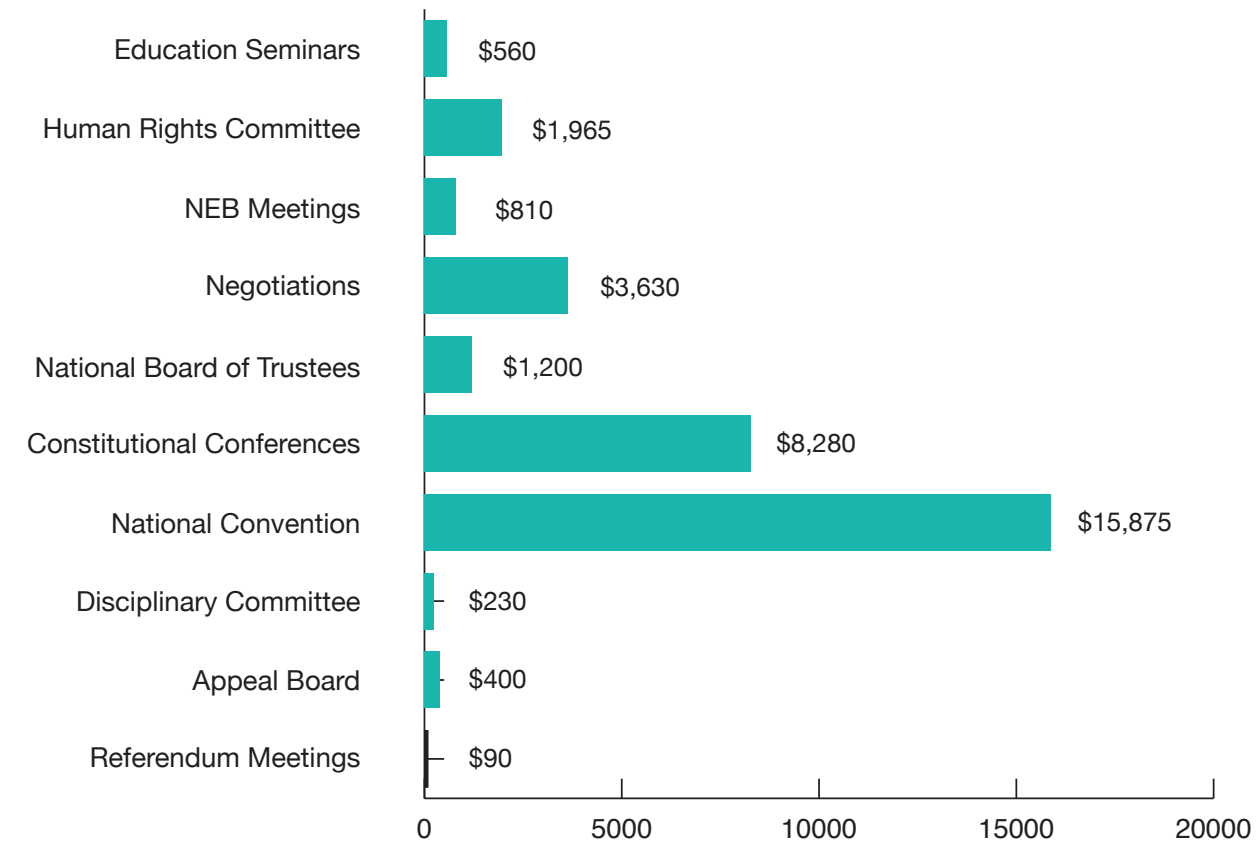
The National Board of Trustees appreciates the efforts of the National Directors and the Regional Education Officers to address this issue and are satisfied that the recommendation of the last National Board of Trustees was heard and that work to improve continues.

Therefore, the National Board of Trustees recommends:

- That National Directors continue to follow the guidelines and eligibility for Child/Elder Care reimbursement.

The guidelines for eligibility for child/elder care reimbursement are contained on the cover page and on the back of the claims form. National Directors are aware of their responsibilities to communicate the guidelines to their members and to ensure that forms are filled out correctly before submitting them to National Office for reimbursement to the care provider.





	National Board of Trustees	Appeal Board	National Women's Committee	National Human Rights Committee	National Work Measurement Committee	National Health and Safety Committee	National and Regional Disciplinary Committees
2017-2018	\$48,993	\$11,759	\$33,889	\$216,081	\$26,512	\$17,571	\$53,859
2018-2019	\$88,464	\$16,399	\$39,886	\$218,844	\$26,541	\$23,830	\$94,282

During this verification, the National Board of Trustees reviewed expenses for:

Chart – National Activity Expenses

National Board of Trustees	\$88,464
Appeal Board	\$16,399
National Women's Committee	\$39,886
National Human Rights Committee	\$218,844
National Work Measurement Committee	\$26,541
National Health and Safety Committee	\$23,830
National and Regional Disciplinary Committees	\$94,282

Chart – National Activity Expenses

11. NATIONAL ACTIVITIES

The National Board of Trustees reviewed the expenses for the National Union for the period of July 1, 2018 to June 30, 2019.

The National Board of Trustees has serious concerns regarding a trip to Rome by a member of the National Executive Committee in January 2019 that did not have a resolution approving any aspect of the trip. We also noted that the trip consisted of a dinner and a meeting the following day, yet the trip included three night's accommodation and per diem for five days.

Therefore, the National Board of Trustees recommends:

- That Officers abide by section 7.54 of our National Constitution.

Officers have been reminded of the obligation under section 7.54 of the National Constitution to have two officers of the NEC approve their monthly expense reports.

Furthermore, the National Board of Trustees has also noticed under verification that Officers are attending activities under our National Constitution without travel authorization forms in addition to resolutions adopted by the National Executive Board.

The National Board of Trustees while doing their verification noticed that some National Officers have been using code "000" for activities. The National Board of Trustees understands that the code "000" is a code that generalizes activities without a specific code attached to the activity for National Office. This code has been used for meal per diems for activities within the National Office by Officers who work out of the National Office.

Therefore, the National Board of Trustees recommends:

- That when Officers are using code "000", there is proper information included in the expense reports for the National Board of Trustees to verify the expense properly. If a breakfast or lunch per diem is used under code "000", the Officer should provide information explaining why they are submitting per diem.

Standard accounting principles provide for activities that are not coded in the General Ledger to use a generic "000" code. A full explanation will be provided in future when code "000" is used.

The National Board of Trustees has noticed that some Officers were late submitting their expense forms, in some cases by more than a month and even up to five months. In one case, no form had been submitted at all for 10 months. Upon further verification, when Officers submit expense forms that require receipts for travel, either by rental, taxi or mileage, we have noticed that some expenses forms submitted by Officers do not have receipts attached to them, gas receipts for example, even though it is indicated on the expense form that they are attached. Further, on some Officers expense forms with authorization travel forms, car is stated as the mode of travel, but there are no receipt to corroborate whether or not "car" is a personal, Union or rental vehicle.

Therefore, the National Board of Trustees recommends:

- That all expense forms be submitted within the scheduled guidelines provided by the National Secretary-Treasurer; and

In January and June of each year, a memo is sent to all concerned reminding them of the dates for submitting their "Monthly Statements of Expenses". In addition, Officers and Union Representatives are reminded by means of a letter of their obligation to fill out monthly expense reports. A copy of the letter is placed in the individuals' monthly expense report file.

- That all Officers submit receipts with expense forms to properly verify the expenses; and

Union Officers and Representatives are reminded to submit an original receipt with their monthly expense reports for verification of the expense.

- That if Officers are submitting an authorization travel form with expenses, to specify what vehicle is being used and to include any receipts to verify this expense.

The current travel authorization form will be amended to reflect the recommendation. Currently, all receipts must be provided with monthly expenses reports to verify the expense.

The National Board of Trustees noticed a significant increase in costs for the Appeal Board and the National and Regional Disciplinary Committees.

Therefore, the National Board of Trustees recommends:

- That section 8.20 of the National Constitution be amended to read:  
  
On receipt of the charge, a Disciplinary Committee may convene a hearing as soon as possible and the plaintiff and accused shall be given no less than seven days written notice of the date and place of the hearing.

The National Executive Board appreciates the recommendation from the National Board of Trustees. It is suggested the members of the NBT submit their recommendation as a resolution to their respective Pre-Convention Regional Conferences for adoption.

Other (non-mandated) National Activities

The National Board of Trustees was made aware of the following National Activities:	
5 – day Human Rights Training (Quebec)	\$24,122.73
Worker Advocate Course (Prairie)	\$68,811.44
CLC Domestic Violence at Work Facilitator Training (Prairie)	\$15,902.90
Indigenous Caucus – Special Session/visit Meeting with CPC	\$17,499.41
Appendix “DD” – Facilitator Training	\$25,387.70
United Association for Labour Education	\$8,616.82
CLC Domestic Violence Course (Atlantic)	\$2,481.65
Labour Leadership Certificate Program	\$1,552.56
James Connelly Delegation to Belfast	\$30,768.36
Climate for Change Advocacy Training, Hollyhock, BC	\$4,967.43
Others	\$4,918.92
Total	\$205,029.92
Joe Davidson Fund	\$31,219.84
Grand Total	\$236,249.76

Note: Childcare costs are included

12. REVIEW OF STATEMENTS OF EXPENSE

The National Board of Trustees examined the individual statements of expense forms for each of the National and Regional Officers, Union Representatives, Alternate Union Representatives and those of the specialists under contract to CUPW, for the period of July 1, 2018 to June 30, 2019.

During this verification, there were still issues with multiple months expense statements being submitted at the same time. Some statements are being submitted several months after the expenses were incurred.

Also during this verification, there was difficulty examining some of the expense forms as there were some Officers that were using obsolete expense forms.

Therefore, the National Board of Trustees recommends:

- That the National Secretary-Treasurer instruct all National Directors to immediately dispose of all outdated expense forms and to provide all National Directors with the current standardized form.  
  
Each year as per section 7.62 of the National Constitution, a new electronic expense form is provided to everyone at CUPW for their use and new paper forms are printed and distributed only upon request.

Union Vehicles

In order to ensure that vehicles owned by Regional Offices are used for Union business and not for personal use, logbooks are required to be used for all vehicles. Each Regional Office is required to send the logbook or a copy of the logbooks, for each vehicle to National Office on a quarterly basis with their expense report. Of the five Regions that have Union vehicles, only two have submitted logbooks.

Therefore the National Board of Trustees recommends:

- That the National Directors ensure a copy of each logbook is submitted quarterly to verify that Union vehicles are being used appropriately; and  
  
National Directors have been reminded of their obligation to submit quarterly logbooks for Union-owned vehicles in order to allow verification of usage;
- That National Office study the cost and feasibility of acquiring electronic log equipment for each of the Union vehicles.

As Union activists, the National Office will not investigate electronic log equipment as that Union is opposed to these types of software applications for corporate vehicles.

Travel

There has been an improvement in the use of travel and vehicle authorizations. It must be noted however that individuals are still not always following what is clearly outlined in sections 7.53, 7.54, 7.55 and 7.56 of the National Constitution in regards to the necessary authorizations. It was also noted that some authorizations have been dated and signed after the travel had occurred.

Therefore, the National Board of Trustees recommends:

- That the National Secretary-Treasurer remind those who are travelling on Union business and submitting travel expenses that they are constitutionally obligated to obtain travel authorization.\*
- \* This is with the understanding that under certain circumstances, travel authorization forms may not be obtained at the time of travel, but should be submitted with expenses as soon as possible.  
  
Although it is not a constitutional requirement, it is an administrative practice adopted by CUPW that individuals who travel to conduct the work of the Union obtain travel authorization. A memo reminding individuals to have their travel authorization form signed prior to the travel occurring has been sent out.

Per Diem

Per diem expenses were examined by the National Board of Trustees for the period of July 1, 2018 to June 30, 2019, and compared to previous years.

Due to changes in the accounting software at the National Office, per diems are now costed towards each Officer. Therefore, the totals which we are reporting this year should not be compared against those costs in the 2017 – 2018 verification. Comparison will be able to be made going forward.

The inability to cross-reference or verify the use of per diems has been raised by the previous National Board of Trustees for several verifications and continues to be a concern to the current National Board of Trustees. While the claiming of per diems uses the “honour” system, there should be some way for the National Board of Trustees to be able to verify that this system is functioning.

Vehicle Rental Costs

During the 2015 – 2019 term, the National Board of Trustees brought up the issue of soaring car rental costs. It was recommended by the National Board of Trustees that vehicle purchases be considered.

During that term, several vehicles were purchased and vehicle rental costs began to fall. That trend has continued into this verification.

Chart - Rental Vehicle Costs by Region including National Office

Vehicle Rental		
Region	2017 – 2018	2018 - 2019
National	\$22,065	\$14,032
Atlantic	\$4,239	\$2,308
Quebec	\$2,027	\$983
Metro-Montreal	\$600	\$0
Central	\$6,681	\$6,944
Metro-Toronto	\$213	\$254
Ontario	\$0	\$0
Prairie	\$15,669	\$13,066
Pacific	\$10,854	\$13,179
Total	\$62,348	\$50,766

Note : These numbers have been rounded.

13. ARBITRATION

The National Board of Trustees notes a significant increase in professional, arbitration, cancellation and other fees, but a decrease in Workers Advocates.

14. ATTENDANCE

The National Board of Trustees reviewed annual leave, pre-retirement and personal days taken by National and Regional Officers and Union Representatives.

The National Board of Trustees confirmed that attendance records are based on the honour system, where individual Officers and Union Representatives are responsible for reporting their attendance on their monthly expense report.

	2017 – 2018	2018 – 2019
Annual Leave – Days Unused	1,951.53	2,378.24 <sup>1</sup>
Annual Leave – Days Paid Out	174.50	241.52
Personal Leave – Days Paid Out	92.67	97.67

<sup>1</sup> Based upon the data provided, the National Board of Trustees noted that there are 486.22 days of banked pre-2014 annual leave entitlement. This represents a liability of approximately \$139,000.

Chart – Per Diem and Travelling Expenses

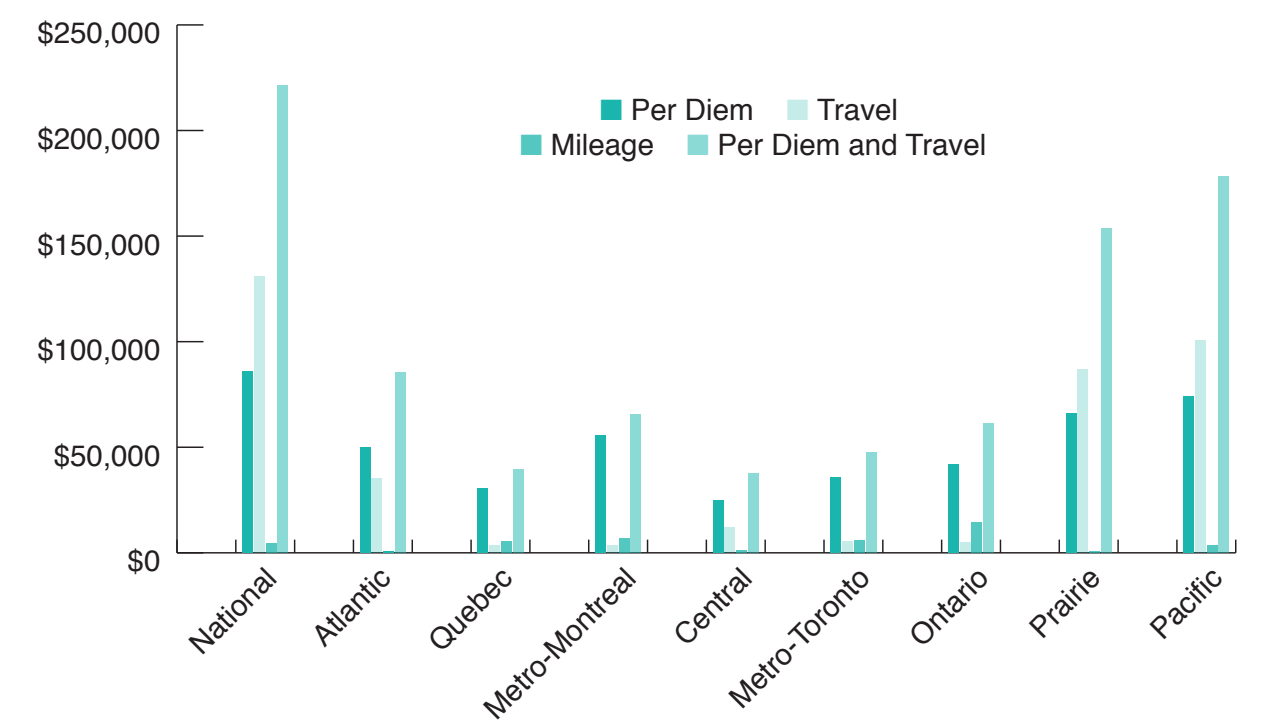


Chart – Per Diem and Travelling Expenses

	National	Atlantic	Quebec	Metro Montreal	Central	Metro Toronto	Ontario	Prairie	Pacific
Per Diem	\$86,188.31	\$49,747.50	\$30,687.48	\$55,657.80	\$24,659.92	\$35,880.63	\$41,750.74	\$65,916.68	\$73,924.94
Travel	\$131,000.03	\$35,060.72	\$3,729.40	\$3,363.25	\$11,914.09	\$5,448.65	\$4,988.97	\$86,761.97	\$100,643.44
Mileage	\$4,288.28	\$508.32	\$5,282.65	\$6,666.89	\$1,245.67	\$6,059.16	\$14,412.88	\$868.45	\$3,542.50
Per Diem and Travel	\$221,476.62	\$85,316.54	\$39,699.53	\$65,687.94	\$37,819.68	\$47,388.44	\$61,152.59	\$153,547.10	\$178,110.88

Chart - Summary of Cost – Arbitration

	Professional Fees		Witness		Medical Review RSMC		Other¹	
	2017 2018	2018 2019	2017 2018	2018 2019	2017 2018	2018 2019	2017 2018	2018 2019
National	\$0	\$0	\$9,348.37	\$8,260.18	\$0	\$0	\$53,016.88	\$24,534.96
Atlantic	\$0	\$0	\$2,020.39	\$2,432.68	\$0	\$0	\$1,237.35	\$19,615.03
Quebec	\$0	\$0	\$0	\$0	\$ 0	\$ 0	\$0	\$4,116.46
Montreal	\$0	\$0	\$0	\$0	\$ 0	\$ 0	\$0	\$3,574.82
Central	\$0	\$0	\$ 522.30	\$0	\$ 0	\$ 0	\$0	\$798.47
Toronto	\$0	\$85.00	\$0	\$0	\$0	\$0	\$221.71	\$5,929.12
Ontario	\$0	\$0	\$0	\$150.00	\$423.16	\$612.25	\$0	\$12,190.49
Prairie	\$1,285.93	\$13,806.99	\$1,457.32	\$44.32	\$ 0	\$0	\$8,516.12	\$31,761.30
Pacific	\$0	\$0	\$3,057.47	\$94.52	\$ 0	\$0	\$676.75	\$22,920.48
Total	\$1,285.93	\$13,891.99	\$16,405.85	\$10,981.70	\$423.16	\$612.25	\$63,668.81	\$125,441.13
Difference	\$12,606.06		\$(5,424.15)		\$189.09		\$61,772.32	

¹Following the 4<sup>th</sup> verification of 2017 – 2018, a new method of accounting was applied to more accurately attach expenses to the proper activity. Had the 2017 – 2018 4<sup>th</sup> verification used this accounting method, the “Other” expense category would have totalled \$165,114.19, thereby showing more consistency.

	Arbitrators / Cancellation Fees		Legal Fees		Workers Advocate	
	2017 2018	2018 2019	2017 2018	2018 2019	2017 2018	2018 2019
National	\$83,265.64	\$49,187.88	\$328,154.20	\$87,100.70	\$0	\$0
Atlantic	\$257,118.65	\$319,887.05	\$23,148.70	\$121,014.22	\$4,219.39	\$2,338.24
Quebec	\$89,727.28	\$96,904.22	\$38,115.30	\$74,381.00	\$ 0	\$ 0
Montreal	\$130,889.00	\$109,677.99	\$43,843.12	\$59,065.68	\$ 0	\$ 0
Central	\$71,160.63	\$74,807.21	\$93,109.03	\$69,951.87	\$ 2,679.76	\$ 2,707.56
Toronto	\$100,343.05	\$110,963.47	\$89,297.37	\$152,907.90	\$ 0	\$ 0
Ontario	\$171,211.44	\$246,604.58	\$220,457.92	\$186,302.00	\$ 0	\$ 0
Prairie	\$247,118.60	\$213,405.97	\$0	\$971.25	\$25,691.21	\$8,875.01
Pacific	\$189,244.69	\$189,031.08	\$89,147.43	\$128,188.24	\$23,811.81	\$7,327.05
Total	\$1,340,078.98	\$1,410,469.45	\$925,273.07	\$879,882.86	\$56,402.17	\$21,247.86
Difference	\$70,390.47		\$(45,390.21)		\$(35,154.31)	

	Total Arbitration Costs by Region	
	2017 2018	2018 2019
National	\$473,785.09	\$169,083.72
Atlantic	\$287,744.48	\$465,287.22
Québec	\$127,842.58	\$175,401.68
Montreal	\$174,732.12	\$172,318.49
Central	\$167,471.72	\$148,265.11
Toronto	\$189,862.13	\$269,885.49
Ontario	\$392,092.52	\$445,859.32
Prairie	\$284,069.18	\$268,864.84
Pacific	\$305,938.15	\$347,561.37
Total	\$2,403,537.97	\$2,462,527.40
Difference	\$ 58,989.43	



15. INSURANCE

As provided for under section 4.99 (a) of the National Constitution, the National Board of Trustees verified that a national insurance policy was in place to cover reasonable risk of loss, as of June 30, 2019. The insurance policy contains dishonesty coverage up to \$50,000 per occurrence

The insurance policy is available in both official languages.

16. TERMINATION OF EMPLOYMENT AND MOVING

The National Board of Trustees reviewed the amounts paid out to National and Regional Officers and Union Representatives who took or left office between July 1<sup>st</sup>, 2018 and June 30, 2019.

According to the information we were given, the following amounts have been paid out:

Moving and relocation expenses paid to 12 members	\$73,774.46
Unused annual leave	\$42,411.88
Section 7.41	\$ 0.00
Unused personal days	\$12,560.21
Total	\$128,746.55

Compared to the last verification, the National Board of Trustees noted a sharp increase in expenses for termination of employment and moving. This can be explained by the fact that after the last National Convention in May 2019, many people left their position, and new National and Regional Officers and union representatives were elected.

17. INVENTORY LISTS FOR NATIONAL AND REGIONAL OFFICES

In order for the National Secretary-Treasurer to do a proper accounting of the assets of the Union, as per section 4.55 of the National Constitution, it would require an inventory list from National Office, eight Regional Offices as well as the condominiums. These lists should include all items purchased with Union funds such as filing cabinets, office furniture, etc..., essentially all items excluding office supplies.

During the fourth verification of the 2015 – 2019 term, the National Board of Trustees found that it was recommended that a letter/memo be sent out to all Regional offices and Union Representatives and that after Convention 2019, submit their completed inventory lists by June 30, 2019. A memo dated June 25, 2019, was in fact sent out to everyone at National and Regional Offices with a deadline of August 9, 2019.

As of this first verification, seven of the eight Regions have updated their inventory lists and sent them to the National Secretary-Treasurer. The Metro-Toronto Region and all National Officers have yet to send in their lists.

Therefore, the National Board of Trustees recommends:

- That an updated inventory list of all National and Regional Offices be updated and submitted prior to the next meeting of the National Board of Trustees on February 22, 2021; and
  - The NBT will be provided the updated 2020 inventory lists at their second verification scheduled to take place in February 2021.
  - That all National and Regional Officers be reminded of the importance of keeping an updated inventory list. These lists are used to keep track of all inventory purchased with Union funds and for insurance purposes in case of loss.
- Regional Offices and National and Regional Officers and Union Representatives were requested by letter dated February 12, 2020 to provide updated inventory lists. A reminder memo was sent out on July 22, 2020. On August 21, 2020, emails were sent to those individuals that had not complied.

18. COMPUTER HARDWARE AND SOFTWARE

The Board of Trustees first verification reviewed the expense related to the updating of the computer system for the Union. The new system was not fully functioning at the time of this verification. The new iMIS system and Sage are replacing Oracle.

iMIS will begin implementation across the country beginning in June of 2020 for the Grievance, Membership and Rebate modules.

Oracle*	\$79,012.12
iMIS	\$380,346.36
Sage	\$26,145.30
Total	\$485,503.78

\* The National Board of Trustees has been advised that this amount will be the final cost attached to Oracle.

19. UNION FUNDS

The National Board of Trustees reviewed the annual financial statements prepared by the accounting firm of Marcil Lavallée. These annual statements provide data relating to the General Fund, Defence Fund and Reserve Fund.

Regarding the funds provided for in section 7.13 of the National Constitution, the following chart shows the amount in each fund to June 30, 2019, in comparison with June 30, 2018.

Chart – Union Funds

Fund	June 30, 2019	June 30, 2018
General	\$(3,557,729)	\$(358,325)
Defence	\$28,767,996	\$26,792,762
Reserve	\$17,734,189	\$15,627,920

The National Board of Trustees found, for the verification period, that the 5% transfers to the Reserve Fund were made monthly as per section 7.17 of the National Constitution.

An amount equal to half of the Reserve Fund deposits (or 2.5% of the revenue deposited in the General Fund) was set aside to finance External Organizing.

20. CUPW BUILDING SOCIETY

CUPW Building Society was incorporated under the *Business Corporations Act of Ontario*. The Society was then continued under the *Business Corporations Act of Ontario* on June 16, 2009. The Society is the owner of three buildings, two condominium offices and thirteen residential condominium apartments.

- CUPW National Office at 377 - 385 Bank Street in Ottawa, Ontario;
- CUPW Ontario Region office at 344 Sovereign Road in London, Ontario;
- CUPW Pacific Region office at 999 Carnarvon Street in New Westminster, British Columbia;
- Five residential condominiums located at 1227 Wellington Street in Ottawa, Ontario;
- CUPW Quebec Region Office at 5000 des Gradins Blvd, Suite 340, in Quebec City, Quebec;
- CUPW Metro-Montreal Region Office at 565 Crémazie East, Suite 4400 in Montreal, Quebec;
- Eight residential condominiums located at 300 Lisgar Street in Ottawa, Ontario;
- An additional parking spot located at 300 Lisgar Street in Ottawa, Ontario, was purchased for \$35,000 during the period of this verification.

Funding for the purchase of the properties and share

capital was obtained through investments of the Defense Fund which are non-interest bearing and have no defined terms of repayments. Based on the audited financial statements as of June 30, 2019, the balance on the commercial mortgage loan (from the Toronto Dominion Bank) is \$680,529 for the Wellington condominium apartments. The balance on the commercial loan for the Lisgar Street condominium apartments is \$1,753,924.

The net value of the assets listed above of the CUPW Building Society is \$9,849,729. However, the actual market value of these assets may be significantly higher. A partial review of the municipal tax assessment(s) indicates that the total assessed property value of CUPW real estate (not including Quebec) exceeds \$19,000,000 versus the book value of \$9,849,729.

21. FINANCIAL REPORTS

All National Board of Trustee members received copies of the 2018 – 2019 audited financial statements before arriving for the first verification.

The National Board of Trustees reviewed the 2018 – 2019 budget and was disappointed to see that the National Executive Board had once again passed a budget providing for a deficit.

Section 7.04 of the National Constitution explicitly prohibits this.

22. CUPW ADMINISTRATIVE STAFF

All the staff at the National and Regional Offices are covered by collective agreements negotiated between CUPW and their respective Union.

	The Canadian Office and Professional Employees Union (COPE 225)	The Canadian Union of Public Employees (CUPE 1979)
Number of Employees	49	29
Collective Agreement's starting date	July 1, 2018	December 18, 2017
Collective Agreement's Expiry Date	June 30, 2022	December 31, 2020

It has been noted for the fiscal year ending June 30, 2019 that the potential payout for 549 days of unused annual leave for COPE 225 members at National and Regional Offices is \$158,785.65.

The sick leave potential pay out for COPE 225 members at a rate of 20% is \$204,388.78 as per their collective agreement.

For the CUPE 1979 bargaining unit members at National Office, the potential payout for 511 unused days of annual leave for the fiscal year ending June 30, 2019 is \$143,784.

The National Board of Trustees reviewed the attendance of the COPE 225 and CUPE 1979 Administrative staff. While CUPE staff do report their absences on their monthly expense reports, there is no way for the National Board of Trustees to verify whether or not there is sufficient leave available for these absences, and no way to ascertain the leave balances at the end of the year.

As of June 30, 2019, there were three administrative employees who were covered by individual contracts with CUPW. They are as follows with contract expiry dates:

		Contract Expiry date
1.	Director of Finance and Administration	August 31, 2020
2.	Director of Information Technology	February 11, 2022
3.	Manager-Business Systems and Analyst	April 7, 2022

Therefore, the National Board of Trustees recommends:

- That the individual charged with attendance maintenance for the COPE 225 and CUPE 1979 Administrative staff place individual attendance records in the same file that contains the Statement of Expense forms and that these attendance records show all leave quotas and any unused or carried over leave.

Letters were provided to all COPE and CUPE staff members in June 2020 indicating their annual leave quotes with any carry over. As per the COPE collective agreement, there is no provision to carry annual leave over from one year to the next. Since COPE members do not file monthly expense reports, the letters have been placed on their personnel files. The letter sent to CUPE members have been placed in their personnel file. As per the CUPE collective agreement, the “Payroll and Benefits Coordinator” sends to each CUPE member every year a detailed print out showing all leave balances and quotes for all leave provided for in the CUPE 1979 collective agreement.

23. JOE DAVIDSON FUND

The National Board of Trustees reviewed the bursaries that were awarded through the Joe Davidson Education Fund.

Five members were enrolled in the Labour College of Canada at a cost of \$31,219.84.

Section 11.04 of the National Constitution dictates that an equal amount be given annually to the Union Education Service of the Quebec Federation of Labour.

However, the Quebec Federation of Labour does not put on courses every year.

Therefore, The National Board of Trustees recommends:

- That an amount equal to the bursaries given to the Labour College of Canada be put aside for Quebec Federation of Labour bursaries.

As per the past practice of the Union when the Quebec Federation of Labour holds a labour studies program, the funding request from the National Directors in Quebec bring a budget to the National Executive Board for adoption with funding being provided through the General Fund.

24. PAYMENT FOR UNION LEAVE (ARTICLE 26.06 OF THE URBAN COLLECTIVE AGREEMENT AND CLAUSE 21.04 OF THE RSMC COLLECTIVE AGREEMENT)

The National Board of Trustees has again reviewed Union leave billing. This is the second consecutive fiscal year in which there was a noticeable improvement in the amount of Union leave invoices not being paid at the Local level.

While some Union leave costs reported as unpaid at the Local level are in fact supposed to be paid by the National Office, the amount of unpaid Union leave would still suggest that not all Locals are vetting and paying their Canada Post invoices at the Local level as they should be.

This will inevitably result in Union funds going into Canada Post’s accounts.

The National Board of Trustees commends the work of the National Secretary-Treasurer and the National Executive Board on its efforts in this matter.

Chart – Total Amounts Withheld

Total Amounts Withheld	
2016 – 2017	\$655,204.34
2017 – 2018	\$312,270.35
2018 – 2019	\$237,943.30

Therefore, the National Board of Trustees recommends:

- That the National Secretary-Treasurer, in conjunction with the National Director of each Region, continue to remind Local Secretary-Treasurers of the importance of checking their Canada Post invoices carefully and within the contractually allotted time frame.
  - Urban: 45 days
  - RSMC: 60 days; and
- That the National Secretary-Treasurer ensures that all Local Secretary-Treasurers are informed as to how to detect and report errors.

Locals are provided a monthly statement of earning from the employer that details the leaves charged to the Local under clause 21.04 of the RSMC or under clause 26.06 in the Urban Operations collective agreements. The Local Secretary-Treasurer has the responsibility to review the leaves and report errors as outlined in the Urban Operations or RSMC collective agreements. In September 2020, the National Secretary-Treasurer sent a letter to all Local Secretary-Treasurers reminding them of their responsibilities under the respective collective agreements.

25. APPENDIX “AA”

The National Board of Trustees verified the cost of the Appendix “AA” Committee for the period of July 1, 2018 to June 30, 2019.

The Committee consists of two CUPW members working with the Corporation to identify, conduct and evaluate collection and delivery related projects. Members of the Committee prorate the time on which they work on the Appendix “AA” Committee with a portion paid by Canada Post and a portion paid by CUPW. For the period under review, CUPW has paid \$55,576.68 as our share of the costs of this Committee, which is approximately 66% of the total cost.

Going forward, the National Secretary-Treasurer is working on a Memorandum of Agreement to clearly define the specific percentage of expenses that CUPW and Canada Post will pay.

26. ARTICLE 8

Expenses incurred by national and regional disciplinary committees amounted to \$94,282, which represents an increase of \$40,423 over the previous year.

Chart – Cost distribution: National and Regional Offices

Region	2017 – 2018	2018 – 2019
National		\$14,324
Atlantic		\$0
Quebec		\$3,144
Metro-Montreal		\$0
Central		\$8,884
Metro-Toronto		\$23,825
Ontario		\$5,202
Prairie		\$21,103
Pacific		\$17,800
Total	\$53,859 <sup>1</sup>	\$94,282

<sup>1</sup>For the fiscal year 2017-2018, we did not have the cost breakdown per region.

During our verification, we were not able to find out the number of files that had been opened or closed.

Therefore, the National Board of Trustees recommends:

- That members be educated about the use of the conflict resolution process; and
  - When Article 8 charges are filed, the National Secretary-Treasurer sends a letter to the parties providing the formal or informal process to resolve the conflict. The informal process outlines the provisions of section 8.01 of the National Constitution
- That the National Board of Trustees be able to find out, for every fiscal year, the number of files that were opened and the number of files that were closed.
  - The Administrative Assistant tasked with maintaining the Article 8 files will be asked to provided the number of files opened and closed in each fiscal year.

Chart - Amounts Withheld from Local Rebates

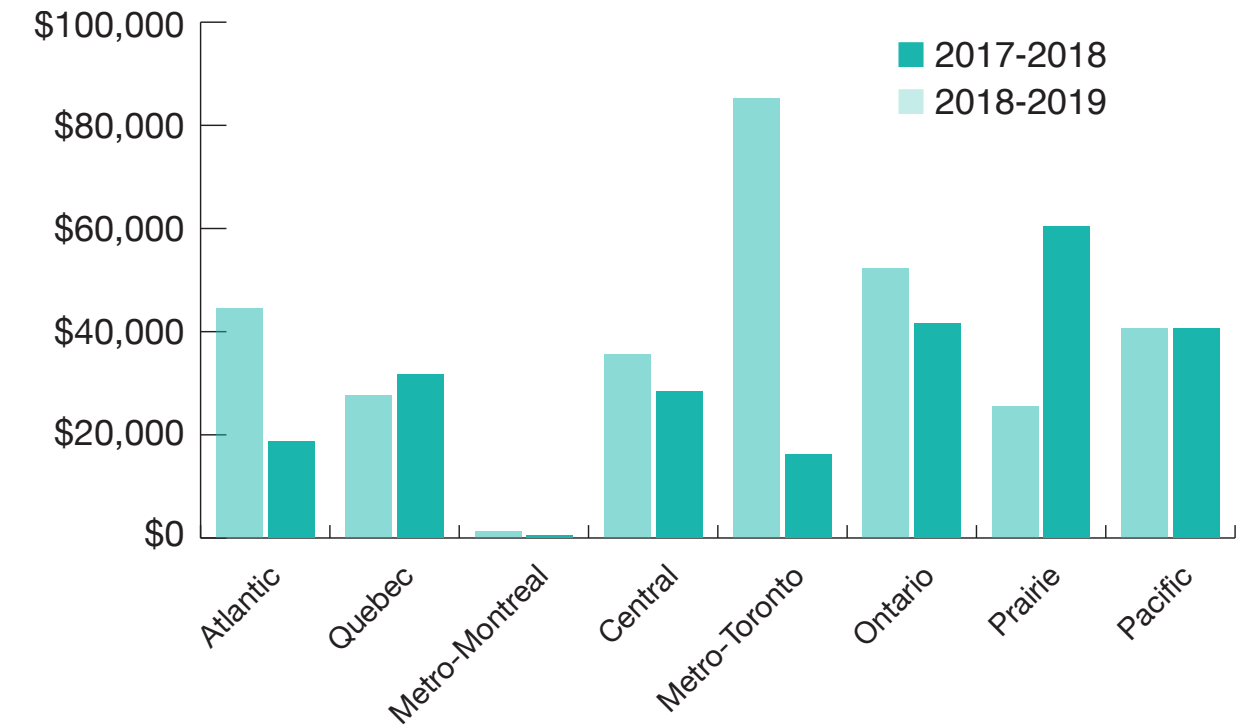


Chart - Amounts Withheld from Local Rebates

	Atlantic	Quebec	Metro Montreal	Central	Metro Toronto	Ontario	Prairie	Pacific
2017 - 2018	\$44,450.82	\$27,710.26	\$1,178.25	\$35,485.02	\$85,152.95	\$52,214.05	\$25,494.76	\$40,584.24
2018 - 2019	\$18,704.28	\$31,724.75	\$434.30	\$28,325.02	\$16,181.92	\$41,594.99	\$60,377.78	\$40,600.26



27. SHORT TERM DISABILITY PLAN – INDEPENDENT MEDICAL PRACTITIONER COSTS

For the 2018 – 2019 fiscal year, the National Board of Trustees noted an increase in independent medical practitioner fees of \$169,212.41. This increase is associated with the final appeal process under the Short-term Disability Program. The table below provides the cost breakdown by Region.

28. SHORT TERM DISABILITY PLAN FOR ELECTED UNION OFFICERS, CUPE AND COPE STAFF

National Officers and staff, Regional Officers and staff, and full-time Local Officers were previously covered under the SSQ plan. This plan was in place to provide those who are full-time Union Officers and staff with a short-term disability plan as they are not able to utilize the Canada Post Short-term Disability Plan.

The National Board of Trustees in the first verification of the 2019 – 2023 term are able to report that the National Union has instituted a self-funded Short-term Disability Plan effective July 1, 2018. This plan is funded solely through CUPW and specifically the General Fund. Coughlin Insurance is the independent 3<sup>rd</sup> party disability manager. There is a management fee which varies as it is based on the number of claims that are processed.

There were no outstanding costs associated to SSQ for the period of this verification.

This change has resulted in savings of \$106,720.54 over last year's cost.

29. CAMPAIGNS

The National Board of Trustees reported on the “Save Canada Post” campaign for the 2018 – 2019 fiscal year. These amounts include expenditures such as, but not limited to, lost wages, salaries (Campaign Coordinators), printing, supplies, advertising, translators and per diems.

There were five coordinators working on the “Save Canada Post” campaign.

Since its inception in 2013, the “Save Canada Post” campaign has cost \$6,354,420.78.

The National Board of Trustees has reported on the “Delivering Community Power” campaign for the 2018 – 2019 fiscal year. These amounts include, but are not limited to, lost wages, salaries, printing, advertising, professional fees and per diems.

Since its inception in 2017, the “Delivering Community Power” campaign has cost \$110,424.02.

30. LEGAL FEES

2017 – 2018	\$531,630
2018 – 2019	\$713,698
Difference	\$182,068

The National Board of Trustees is including legal fees for the first time as we feel that they are a significant expenditure.

31. STRIKE PAY

During 2018, CUPW engaged in a series of rotating strikes in which some Locals were on the picket lines for five days or more. This resulted in strike pay being paid.

Two Regions are shown to have Locals that are still in possession of strike funds.

Therefore, the National Board of Trustees recommends:

- That the National Secretary-Treasurer remind all Locals that strike accounts should be closed and any remaining funds be returned to National Office.

Correspondence was sent to all locals requesting that they close their strike accounts and provide the account reconciliation

32. COLLECTIVE AGREEMENT FUNDS

The National Board of Trustees reviewed the various collective agreement funds negotiated for the benefit of the members.

The financial statements were prepared in accordance with the Accounting Standards for Not-for-profit Organizations (ASNPO).

Education Fund – Private Sector Bargaining Units

The National Board of Trustees also reviewed the education funds for the private sector bargaining units. Based on a computer printout as of June 30, 2019, the balances are as follows:

RMS Pope	\$3,000.00
Nova Scotia Medical Communications	\$22,524.13
Easy Express – Atlantic	\$1,000.00
Pro Ex Transportation	\$1,800.00
Bee Clean – Hamilton	\$5,700.00
T-Force – Red River	\$20,662.13
Total	\$54,686.26

33. EXTERNAL ORGANIZING

According to information provided to the National Board of Trustees during this verification, the current status of funds being used for external organizing is:

Balance as of June 30, 2018	\$3,914,021.66
Plus 2.5% from Reserve Fund	\$743,722.69
Expenses	\$(439,720.38)
Balance as of June 30, 2019	\$4,218,023.97

The National Board of Trustees reviewed the expenses associated with External Organizing. It was noticed that expense forms were submitted months after the expenses were incurred and that some expenses (accommodation) exceeded the allowances as stated in 7.42 of the National Constitution.

For the period under review, the number of members in private sector bargaining units was 695.

34. CHECK OFF AND MEMBERSHIP

In accordance with subsection 4.99 (e) of our National Constitution, the National Board of Trustees has verified membership and check-offs for the period of July 1, 2018 to June 30, 2019.

The information and statistics come from computerized statements made available to us for analysis. The reports indicate all employees working either “full-time,” “part-time,” or on a “temporary” basis, as well as their status, as defined in the National Constitution and the various collective agreements. They are:

- Full-time, part-time and temporary “members in good standing”;
- Full-time, part-time and temporary “members”;
- Full-time, part-time and temporary “Rand” members.

Note:

- The terms “member in good standing” (MIGS) and “member” are defined in sections 1.04 and 1.07 of the National Constitution.
- The term “Rand” refers to the formula in section 70 of the Canada Labour Code for collecting union dues from employees who have not become members or who have lost membership status as per section 1.08 of the National Constitution.
- The National Board of Trustees wishes to continue reporting on check-off and membership on a six-month basis so as to present a more detailed breakdown, even though verification is now conducted on an annual basis.
- For the period of July 1, 2018 to June 30, 2019, there was an increase in CUPW membership of 3,287 members.
- For the urban unit, there was an increase of 2,601 members.
- For the RSMC unit, we note an increase of 597 members.
- For the private sector units, we note an increase of 89 members.

Chart - Independent Medical Practitioner Fees

Independent Medical Practitioner Fees									
	Atlantic	Quebec	Montreal	Central	Toronto	Ontario	Prairie	Pacific	Total
2017 – 2018	\$39,926.28	\$35,914.00	\$111,558.02	\$80,992.62	\$82,876.30	\$86,019.28	\$85,544.69	\$51,966.68	\$574,797.87
2018 - 2019	\$42,197.94	\$73,335.73	\$100,285.82	\$90,558.27	\$115,148.41	\$178,716.09	\$95,018.58	\$48,749.44	\$744,010.28

Chart – Associated Costs

	CUPW	COPE	CUPE	Total
2017 – 2018	\$75,128.56	\$30,544.23	\$26,638.05	\$132,310.84
2018 - 2019	\$19,588.00	\$6,002.30	\$0.00	\$25,590.30

Chart - “Save Canada Post”

	Amount Spent	From General Fund	From Reserve Fund
2017 – 2018	\$697,261.01	\$0.00	\$697,261.01
2018 – 2019	\$681,957.95	\$681,957.95	\$0.00



Chart - “Delivering Community Power”			
	Amount Spent	From General Fund	From Reserve Fund
2017 – 2018	\$31,659.00	\$0	\$31,659.00
2018 – 2019	\$78,765.02	\$0	\$78,765.02

Chart - Summary of Costs														
	Legal Fees General		Legal Fees Civil		Court Actions		CIRB <sup>1</sup>		Judicial Advice		Judicial Review		WCB <sup>2</sup>	
	2017/18	2018/19	2017/18	2018/19	2017/18	2018/19	2017/18	2018/19	2017/18	2018/19	2017/18	2018/19	2017/18	2018/19
National	265,084	265,216	0	135,154	2,457	9,285	0	0	32,381	25,755	40,973	82,802	0	0
Atlantic	391	0	0	0	0	0	23,123	0	45	0	0	0	0	0
Quebec	0	9,162	0	0	0	0	5,687	3,916	0	0	0	0	40,945	52,288
Metro-Montreal	225	312	0	0	0	0	0	0	56	4,734	0	0	10,619	7,054
Central	0	0	0	0	0	0	0	0	0	0	0	0	42,328	5,712
Metro-Toronto	0	3,924	0	0	0	0	9,061	2,944	1,565	0	0	0	0	0
Ontario	0	0	0	13,208	0	0	0	0	0	0	15,740	845	16,638	11,725
Prairie	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pacific	3,375	51,513	0	0	0	0	1,209	0	12,593	(1,866)	0	0	7,135	30,015
Total	269,075	330.127	0	148,362	2,457	9,285	39,080	6,860	46,640	28,623	56,713	83,647	117,665	106,794

<sup>1</sup> Canadian Industrial Relations Board    <sup>2</sup> Workers Compensation Board

Chart - Strike Pay Advances Summary					
	Total Strike Pay Advance Set	Strike Pay Expenses	Other Expenses	Amount Returned to National Office	Amount Outstanding
Atlantic	\$72,400.00	\$71,100.00	\$2,191.53	\$891.53	
Quebec	\$0.00	\$0.00	\$1,455.64	\$1,455.64	
Metro-Montreal	\$0.00	\$0.00	\$0.00	\$0.00	
Central	\$18,000.00	\$16,600.00	\$1,945.49	\$545.49	
Metro-Toronto	\$200,000.00	\$170,400.00	\$0.00	\$27,400.00	\$2,200.00
Ontario	\$7,800.00	\$8,000.00	\$1,968.02	\$(2,168.02)	
Prairie	\$75,000.00	\$70,800.00	\$2,442.35	\$2,176.85	\$3,934.50
Pacific	\$0.00	\$0.00	\$1,650.09	\$1,650.09	
Total	\$373,200.00	\$336,900.00	\$11,653.12	\$36,287.62	\$6,134.50

Chart - Collective Agreement Funds -July 1, 2018 to June 30, 2019			
	Child Care Fund	International Postal Fund	Education Fund
Revenues	\$1,902,891	\$169,545	\$2,622,513
Expenses	\$2,202,668	\$169,545	\$2,813,458
(Deficit)/Surplus	\$(299,777)	\$0	\$(190,945)
Balance as of June 30, 2019	\$3,744,989	\$0	\$2,043,742

Average number of members in good standing, members and Rand members by bargaining sector - July 1 to December 31, 2018				
	Urban Operations	RSMC	Private Sector	Total
Average: July 1 to 31 December, 2018	42,963	9,338	672	52,973
Average: January 1 to June 30, 2018	41,564	9,131	606	51,301
Variation	1,399	207	66	1,672

Average number of members in good standing, members and Rand members by bargaining sector - January 1 to June 30, 2019				
	Urban Operations	RSMC	Private Sector	Total
Average: January 1 to June 30, 2019	44,165	9,728	695	54,588
Average: July 1 to 31 December, 2018	42,963	9,338	672	52,973
Variation	1,202	390	23	1,615

Average number of members in good standing, members and Rand members working full-time, part-time or on a temporary basis - July 1 to December 31, 2018				
	Full time	Part-time	Temporary	Total
Average: July 1 to 31 December, 2018	37,578	6,037	9,358	52,973
Average: January 1 to June 30, 2018	36,738	5,958	8,605	51,301
Variation	840	79	753	1,672

Average number of members in good standing, members and Rand members working full-time, part-time or on a temporary basis - January 1 to June 30, 2019				
	Full time	Part-time	Temporary	Total
Average: January 1 to June 30, 2019	38,301	6,167	10,120	54,588
Average: July 1 to 31 December, 2018	37,578	6,037	9,358	52,973
Variation	723	130	762	1,615

Average number of members by status - July 1 to December 31, 2018

	Members in good standing	Members	Rand	Total
Average: July 1 to 31 December, 2018	46,096	2,030	5,425	53,551
Average: January 1 to June 30, 2018	44,766	1,995	5,111	51,872
Variation	1,330	35	314	1,679

Note:

578 lifetime members are included in the number of members in good standing for the period of July 1 to December 31, 2018.

571 lifetime members are included in the number of members in good standing for the period of January 1 to June 30, 2018.

In accordance with section 1.22 of the National Constitution, 372 members have received Retired Member status in CUPW but are not included in the above charts.

All figures that appear in the charts have been rounded off.

Average number of members by status - January 1 to June 30, 2019

	Members in good standing	Members	Rand	Total
Average: January 1 to June 30, 2019	47,075	2,272	5,822	55,169
Average: July 1 to 31 December, 2018	46,096	2,030	5,425	53,551
Variation	979	242	397	1,618

Note:

581 lifetime members are included in the number of members in good standing for the period of January 1 to June 30, 2019.

578 lifetime members are included in the number of members in good standing for the period of July 1 to December 31, 2018.

In accordance with section 1.22 of the National Constitution, 402 members have received Retired Member status in CUPW but are not included in the above charts.

All figures that appear in the charts have been rounded off.

Average number of members by region, group and bargaining sectors - July 1 to December 31, 2018

Region	Urban Operations						Private sector unit	RSMC	Total
	Group 1	Group 2	Group 3	Group 4	Unknown	Total			
Atlantic	1,105	1,159	29	6	11	2,310	171	1,006	3,487
Quebec	795	2,081	7	0	4	2,887	2	1,700	4,589
Metro-Montreal	2,636	2,998	151	7	4	5,796	0	289	6,085
Central	1,315	1,859	30	4	7	3,215	25	1,453	4,693
Metro-Toronto	5,196	3,259	172	8	8	8,643	3	419	9,065
Ontario	2,071	4,349	47	6	6	6,479	51	1,806	8,336
Prairie	2,928	3,750	109	16	20	6,823	320	1,831	8,974
Pacific	2,873	3,844	78	8	7	6,810	100	834	7,744
Total	18,919	23,299	623	55	67	42,963	672	9,338	52,973

Average number of members by region, group and bargaining sectors - January 1 to June 30, 2019

Region	Urban Operations						Private sector unit	RSMC	Total
	Group 1	Group 2	Group 3	Group 4	Unknown	Total			
Atlantic	1,130	1,182	29	4	61	2,406	166	1,037	3,609
Quebec	811	2,091	7	0	16	2,925	0	1,760	4,685
Metro-Montreal	2,669	2,954	151	7	24	5,805	0	290	6,095
Central	1,373	1,887	31	4	36	3,331	30	1498	4,859
Metro-Toronto	5,304	3,326	175	8	38	8,851	3	439	9,293
Ontario	2,157	4,386	49	5	90	6,687	58	1,869	8,614
Prairie	3,045	3,831	114	15	107	7,112	339	1,978	9,429
Pacific	2,966	3,910	83	10	79	7,048	99	857	8,004
Total	19,455	23,567	639	53	451	44,165	695	9,728	54,588

Breakdown of Funds Received - July 1, 2018 to June 30, 2019

Total amount of funds received by the Union	\$46,382,521.71		
Local rebates	\$(11,187,841.79)		
Local assessments	\$(572,239.13)		
Additional Local rebates (section 7.08)	\$(733,055.00)		
Federation of Labour per capita	\$(514,072.38)	John Lawrence Chairperson Ontario Region	Angela Jones Secretary Metro-Toronto Region
Optional insurance	\$(1,363,008.40)		
Basic life insurance	\$(1,059,833.07)		
Dues unapplied and suspended	\$(166,688.16)	Scott Gaudet Member Atlantic Region	Marc Désilets Member Quebec Region
Reserve fund	\$(1,376,965.97)		
Defence fund	\$(4,303,017.91)		
General fund	\$(25,105,799.90)	Stéphane Surprenant Member Metro-Montreal Region	John Minthorn Member Central Region
Total	\$0.00		

Note:

The above indicates total funds received and their distribution for the period of this verification.

This concludes our report, which we now submit to the members of the National Executive Board.

Cathy Furtak  
Member  
Prairie Region

Norma Kimball  
Member  
Pacific Region