


**AFSCME FINANCIAL STANDARDS CODE- REVISED MARCH 2024**

- Article I - Article XI
- Appendices
- Glossary of Terms
- Trustees Audit Guide
- Trustee Audit Checklist



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**AFSCME'S FINANCIAL STANDARDS CODE**

**Article I  
Purpose and Scope**

**Article II  
Custody of Funds**



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**Goals**

- LEARN**
- UNDERSTAND**
- ACCESS**

**LEARN**


The important provisions of Articles I And II of the AFSCME Financial Standards Code

**UNDERSTAND**

The purpose and importance of the Code and how to keep union funds in bank accounts, investments and petty cash

**ACCESS**

AFSCME's website to see other FSC Videos and the Financial Standards Code



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**\$ Article I - Purpose and Scope**

- Establish minimum standards for the **Handling of Funds** and **Records Maintenance**
- Financial Standard Code **Applies to All Affiliates** – regardless of size
- Electronic recordkeeping is **Permitted** and **Encouraged**

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**\$ Electronic Accounting Systems**

**An Electronic Accounting System can Save Time** and help **Organize** your monthly financial reporting

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**\$ Electronic Accounting Systems**

**QuickBooks Recommended**

- **Easy to use**
- **No need to be an Accountant**

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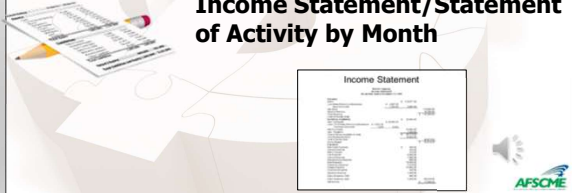
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**Electronic Accounting Systems**

**Monthly Financial Reports:**

**Balance Sheet/Statement of Financial Position**

**Income Statement/Statement of Activity by Month**



The illustration shows a stack of papers with a pencil, a small table titled 'Income Statement' with columns for 'Revenue', 'Expenses', and 'Net Income', and the AFSCME logo.

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**Electronic Accounting Systems**

**Maintain Back-Ups**



The illustration shows a blue USB drive and a tablet with the text 'Micro B USB' and 'Maintain Back-Ups'. The AFSCME logo is in the bottom right corner.

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**Purpose and Scope**

- **Financial Standard Code is part of AFSCME's Constitution**
- **A Violation of AFSCME's Constitution can lead to Charges being Filed and Removal from Office**



The illustration shows a magnifying glass over a green book titled 'AFSCME CONSTITUTION'. The AFSCME logo is in the bottom left corner.

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**\$ Article II - Custody of Funds**

- All union **Bank Accounts** must be in **Federally Insured Institutions** – **FDIC or NCUA**
- **In Name of Union**
- Contain **Union Funds**

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**\$ Bank Accounts**

- **Federal Deposit Insurance Corporation (FDIC) and National Credit Union Administration (NCUA)** ensure total deposits in that member's bank up to **\$250,000**
- This is the total per bank **NOT** the total per account



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**\$ Investments**

- Union officers have a **Fiduciary Responsibility** to manage and invest **Union Funds Prudently** and in **Accordance with Union Policies**
- This means that as a **Union Officer** you are in a **Position of Trust**.



12

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**Investments**

The safest types of investments provide the lowest rates of return

**SAFE INVESTMENTS**

The Financial Standards Code requires the safest types of investments, with an emphasis on protection of principal



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**Investments**

**Safest Investments Available:**

- Treasury Bills
- Certificates of Deposit
- Government Notes and Bonds



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**The Following Investments Are Not Allowed:**



- Purchase of Lottery Tickets or other Gaming Activities
- Investment in any Illegal Activities



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**\$**

## Petty Cash Fund

- **Petty Cash Fund** should not exceed **\$100.00**
- **Expenditures** should be **Supported** by **Original Receipts**
- **Replenish Petty Cash** by **Check** for the **Amount Expended** since the previous **Reimbursement**
- **Petty Cash Custodian** responsible for **Accounting and Balancing** of Petty Cash **Received and Disbursed**



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## Secretary-Treasurers Online Resource Website

[www.afscmetreasurer.org](http://www.afscmetreasurer.org)

[Check it Out](#)



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