

AUPE CHAPTER TREASURERS SUBMITTING REQUESTS FOR REINBURSEMENTS

STEP 1: IMPREST RECONCILIATION FORM 1A

- A. Enter Chapter Number
- B. Enter Quarterly Period Ending:
 - a. March
 - b. June
 - c. September
 - d. December
- C. Enter Opening Bank Balance on bank statement
- D. Enter by date all banking transactions listed on your banking statements (+credit/-debit) - see example
- E. Enter Total of entered banking transactions
- F. Enter NEW Bank Balance this balance should equal what is ending balance on Bank Statement

IMPREST BANK RECONCILIATION FORM 1A

AUPE Local 118, Chapter _____

For Quarterly Period Ending: _____, 20 ____

BANK BALANCE (per bank statement prior to entries following below)				\$ 634.05
ENTER BELOW all BANKING TRANSACTIONS that have been incurred since last quarterly bank statement submitted.				
DATE	CHK #	PAYEE	AMOUNT	
Apr 01		Business Deposit	243.19	
Apr 15	137	Brock AGM	(440.91)	
Apr 30		Service Fee	(1.50)	
Apr 30		Stmt Service Charge	(1.00)	
May 31		Stmt Service Charge	(1.00)	
ADD/SUBTRACT for an INVOICE TOTAL of all above entered banking transactions			\$	(201.22)
SUBTRACT BANK BALANCE from INVOICE TOTAL for ENDING BANK BALANCE			\$	432.83
ENTER REIMBURSEMENT AMOUNT from Reimbursement Request Form 1B			\$	440.91
CURRENT BANK BALANCE INCLUDING REIMBURSEMENT REQUEST SHOULD EQUAL			\$	873.74

*See sample Bank Statements included

Follow STEP 2. – NEXT PAGE

STEP 3.

- G. Enter Reimbursement Amount from FORM 1B
- H. Total Ending Bank Balance + Reimbursement Amount = FINAL BANK TOTAL

STEP 4.

Submit to: *Curtis Hopkins*, Local 118 Treasurer
22 Foxboro Close, Sherwood Park AB, T9A 6C1
 scanned copies
 OR
merc6801@yahoo.ca
res: 780-863-6811

STEP 2: IMPREST ACCOUNT REIMBURSEMENT FORM 1B

- A. Enter Chapter Number
- B. Enter Quarterly Period Covering:
 - a. January to March
 - b. April to June
 - c. July to September
 - d. October to December
- C. Enter Treasurer Info
- D. Enter **Info of items** requesting chapter reimbursement – see **example**
- E. Enter **Total** of entered items

The following items need to be included with FORM 1B

- ✓ Member Expense Claim Form along with any receipts to back up expenditures.
- ✓ Invoices paid directly from bank account
- ✓ All Receipts for any expenditures being claimed by Chapter Treasurer.

F. Enter **Total** from FORM 1B to FORM 1A

Note: Any gifts provided to union members as gift cards or tangible must be accompanied with members name and signature after receiving gift.

Note: AUPE Finance is requesting that all bank accounts currently be moved to an ATB bank account as they are waiving all service charges for AUPE Chapters banking. If you require assistance in doing this please contact Jason Heistad

j.heistad@aupe.org

IMPREST ACCOUNT REIMBURSEMENT FORM 1B

AUPE Local 118, Chapter _____

For Quarterly Period covering: _____ to _____

CHAPTER TREASURER: (Name)
 MAILING ADDRESS:

 TREASURER EMAIL:

DATE	CHK #	PAYEE	AMOUNT
Apr 15	137	Brock AGM	440.91
ADD for an INVOICE TOTAL for REIMBURSEMENT			\$ 440.91



City Centre Branch
 D201, 10200 - 102 Avenue
 Edmonton, Alberta
 T5J 4B7
 Tel: 780.496.2063

AUPE 1

number of cheques enclosed: 1

All in One[®] Statement
 For the period ending April 30, 2014

explain Deposit & Spending

“Mortgagnificent”

How to describe our unique Profit Share[®] Mortgage.

servus.ca/ProfitShareMortgage



Business Manager #1

Date	Description	Withdrawals(\$)	Deposits(\$)	Balance(\$)
Apr 01	Opening Balance			634.05
Apr 14	Business Deposit		243.19	877.24
Apr 15	Cheque #137	(440.91)		436.33
Apr 30	Service Fee	(1.50)		434.83
Apr 30	Stmt Service Chg.	(1.00)		433.83
	Total	(443.41)	243.19	

MEMBERSHIP SUMMARY

Deposit & Investment Accounts	Balance(\$)	Borrowing Accounts	Balance(\$)
Chequing Accounts	433.83		
Common Shares			

If you find any errors in this statement, please contact your branch within 30 days of the statement date.



Thank you

THE PARLOUR

ITALIAN KITCHEN & BAR

10334 108 Street
Edmonton, AB
GST# 813175427 RT0001

108 KRISTEN

Tbl 31/5 Chk 848 Gst 20
Apr08'14.04:55PM

8 POP @ 3.50	28.00
4 POP REFILL	0.00
1 FULL CAESAR	12.00
1 PANZANELLA	15.00
1 ADD SHRIMP	6.00
1 RSTD CHICKEN	26.00
4 LASAGNA @ 22.00	88.00
3 HAWAII 5-0 @ 10.00	30.00
1 NORTH BEACH	10.00
2 SPAGHETTI MB'S @ 20.00	40.00
1 BEET SALAD	12.00
2 GAMBERI @ 10.00	20.00
1 LOBSTER RAVIOLI	28.00
1 CAPELLINI	23.00
1 FETTUCCHINE	21.00
1 BOWL ITLN WED	8.00
100 % LSBP	10.00-

Subtotal 357.00
 *Gratuity 18% 66.06
 357.00 GST 17.85
 Amount Due 440.91

Thanks for Dining With Us!

PLEASE PAY SERVER

EAT WELL. LIVE WELL.

APERITIVO (HAPPY HOUR)

MONDAY TO FRIDAY

3:00pm to 6:00pm

DON'T FORGET TO JOIN US

FOR LUNCH, WE OPEN AT 11:30AM

centurvhospitality.com

THE PARLOUR ITALIAN
BAR & KITCHEN
10334 NW 108 Street
Edmonton, AB T6J 1L9
780-990-0404

** TRANSACTION RECORD **

Trans. #: 19174

RUC: Main
Table #: 31
Check #: 848
Group #: 5
Employee #: 108
Employee Name: KRISTEN

VISA Pre-Auth Purchase
XXXXXXXXXX8544 L
AID: A0000000031010

Amount CAD:440.91

APPROVED 047331
00-001 047331
PKLRUS02 PKLRUC02
163001001004
2014/04/08 19:08:23

TUR: 0000003000
TSI: F800

Customer Copy

THANK YOU
Come Again

AGM Dinner
The Parlour
April 8, 2014

Cheque to Brock # 137



City Centre Branch
 D201, 10200 - 102 Avenue
 Edmonton, Alberta
 T5J 4B7
 Tel: 780.496.2063

AUPE 1

number of cheques enclosed: 0

Member Number: .

All in One[®] Statement

For the period ending May 31, 2014

104 Branches. 1 Banking System.

We've always considered you family. Now it's official. Thank you for your patience as we brought all of our branches onto a single banking system. We're proud to offer our member-owners fast, efficient and competitive inter-branch services province-wide.



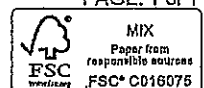
Business Manager #1

Date	Description	Withdrawals(\$)	Deposits(\$)	Balance(\$)
May 01	Opening Balance			433.83
May 31	Stmt Service Chg.	(1.00)		432.83
	Total	(1.00)	0.00	

MEMBERSHIP SUMMARY

Deposit & Investment Accounts	Balance(\$)	Borrowing Accounts	Balance(\$)
Chequing Accounts	432.83		
Common Shares			

If you find any errors in this statement, please contact your branch within 30 days of the statement date.



Account Number: 3412921

Period Ending: April 30, 2014

0137
DATE 10042014
\$ 440.91
PAY TO Brook
four hundred forty DOLLARS & 00 CENTS
CAPITAL CITY SAVINGS
MEMBER FDIC
N. Devin Mead
P000139# 110429-899# 901#3412921# *0000044091/
04/15/2014 137 \$440.91



1303000756 (REV 03/11)

IMPREST BANK RECONCILIATION FORM 1A

AUPE Local 118, Chapter ___ _ _

For Quarterly Period Ending: _____, 20 __ _

BANK BALANCE (per bank statement prior to entries following below)				
ENTER BELOW all BANKING TRANSACTIONS that have been incurred since last quarterly bank statement submitted.				\$
DATE	CHK #	PAYEE	AMOUNT	
ADD/SUBTRACT for an INVOICE TOTAL of all above entered banking transactions				\$
SUBTRACT BANK BALANCE from INVOICE TOTAL for ENDING BANK BALANCE				\$
ENTER REIMBURSEMENT AMOUNT from Reimbursement Request Form 1B				\$
CURRENT BANK BALANCE INCLUDING REIMBURSEMENT REQUEST SHOULD EQUAL				\$
Please ensure bank statements or scanned copies are attached prior to sending in for reconciliation purposes.				

IMPREST ACCOUNT REIMBURSEMENT FORM 1B

AUPE Local 118, Chapter ___ ___

For Quarterly Period covering: _____ to _____

CHAPTER TREASURER: (Name)
MAILING ADDRESS:
TREASURER EMAIL:

DATE	CHK #	PAYEE	AMOUNT
ADD for an INVOICE TOTAL for REINBURSEMENT			\$

Please ensure all receipts or scanned copies are attached prior to sending in for reimbursement.