AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES

Affiliated with the AFL-CIO

80 F Street NW, Washington, DC 20001-1583

Annual Audit Certification

Date prepared: _______________

AFGE Local or Council No. ___________.

For the fiscal year beginning _________ and ending _________

Current number of members (as of the close of the fiscal year): _________

Financial Overview

1. Name and address of all banks, credit unions, or other financial institutions, where the Local or Council has an asset-bearing or deposit account, including but not limited to checking, savings, money market or investment accounts. List each account separately and attach a separate sheet if additional space is needed:

Bank Name	Account Type	Account Number	Balance as of End of fiscal year

2. Total monies handled during the past fiscal year and calculation of minimum required bond:

A.	Beginning Cash Balance		
B.	Beginning Investment Balance		
C.	Cash receipts for the fiscal year		
D.	**Total monies handled**		0.00
E.	**Minimum Percentage**		
F.	**Minimum bond calculation** (Line D *times* 10%)	10%	0.00

3. Amount of bond carried by the Local or Council: _________

Required Attachments

Please include the following items with this certification:

1. Written audit report detailing the findings of the Audit Committee
2. Appropriate LM Report
3. Annual budget for the fiscal year noted in Item #2 above
4. Annual budget for the subsequent fiscal year

Audit Committee Certification

The undersigned members of the Audit Committee (or external auditing firm, if applicable) hereby certify to the following statements. Any exceptions will be noted in the attached audit report.

- **Reconciliation**
  Balances in all cash and investment accounts have been reconciled with the Local or Council records.

- **Expenditure Review**
  A sampling of the Local or Council expenditures were reviewed, and the committee has formed a reasonable conclusion, that expenditures conform with the approved annual budget or meeting minutes that authorize unbudgeted expenditures.

- **Financial Accuracy**
  The financial records, LM Report and annual budget, for the fiscal year noted above, have been examined, and the committee has formed a reasonable conclusion, that the information contained therein is true and correct.

- Signature (Each member that is a part of the Audit Committee should print and sign their name below)

Print Name	*Signature*	*Date*
Print Name	*Signature*	*Date*
Print Name	*Signature*	*Date*
Print Name	*Signature*	*Date*
Print Name	*Signature*	*Date*

If prepared by accounts outside of the Local or Council, they should so identify themselves, provide a telephone number for contact purposes, and certify that they are the persons involved in the auditing of the books of the Local or Council.

Officer Certification

Pursuant to Article XIX, Section 5, of the AFGE National Constitution the undersigned officers of Local _____ hereby certify that an annual audit of Local _________ has been completed and the information provided above is true and accurate to best of our belief and knowledge.

President

Print Name	*Signature*	*Date*

Treasurer (or Secretary-Treasurer)

Print Name	*Signature*	*Date*