Union Financial Officers

A two-day intensive course for union officers responsible for private and public sector union financial recordkeeping. Presented by the Labor Center, in cooperation with the Iowa Federation of Labor, AFL-CIO, and featuring guest instructors with expertise in the law and practice of union finances. Topics will include:

- Writing and recording union income and expenditures
- **New IRS 990 form and requirements**
- Rules for reporting political activities
- Understanding LM2’s, 3’s, 4’s and PERB forms
- The LM30: individual filing responsibilities
- Internal audits: what to do and how to do it
- Department of Labor and IRS audits: what to expect and how to prepare
- **Department of Labor changes and proposed changes**

**WHEN:** Thursday - Friday, December 17-18, 2009

**WHERE:** Iowa Memorial Union (NW corner of Madison and Jefferson Streets, Iowa City, Iowa)

**COST:** Early registration (at least 30 days prior) is $150 per person; late registration is $175 – includes materials, instruction and parking (does NOT include housing - see below)

**TIME:** Sign-in from 8:30 a.m. to 9:00 a.m. on December 17. Program ends at 4:00 p.m. on December 18.

**DEADLINE:** Register by November 17, 2009, for the $150 per person fee

**REGISTRATION:** Financial Officers

Send this form to The University of Iowa Labor Center, 100 Oakdale Campus M210 OH, Iowa City, Iowa 52242-5000. Phone registration: call (319) 335-4146. Fax registration: (319) 335-4464. Online and email registration is available at [http://www.continuetolearn.uiowa.edu/laborctr](http://www.continuetolearn.uiowa.edu/laborctr). Make checks payable to The University of Iowa. A confirmation letter and program agenda will be sent to each registrant approximately two weeks prior to the program.

**NAME(S)____________________________________________________________________________________**

**HOME ADDRESS____________________________________________________________________________**

**CITY/STATE/ZIP__________________________**

**UNION AND LOCAL #________________________**

**UNION TITLE/POSITION___________________________________________________________**

☐ Check enclosed ☐ I will pay on arrival

**HOUSING POLICY:** You will need to reserve and pay for your own housing directly with the Iowa House Hotel at (319) 335-3513. A block of rooms is being held under “Financial Officers” until November 17 at an approximate rate of $75 per night (taxes not included in this figure). A few rooms are being held for December 16.

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