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
- Update on IRS 990 form and requirements
- Rules for reporting political activities
- Understanding LM-2s, LM-3s, LM-4s, and PERB forms
- Changes to LM-30: individual reporting
- Internal audits: what to do and how to do it
- Dept. of Labor and IRS audits: what to expect and how to prepare

When: December 1 & 2, 2011 (Thursday-Friday)
Where: Iowa Memorial Union (on the Univ. of Iowa campus), Iowa City, IA
Cost: $150/person, includes materials and parking (housing not included; see below for hotel information)
Time: Registration from 8:30-9:00 a.m. on December 1; program will conclude by 4:00 p.m. on December 2

TO REGISTER FOR THIS PROGRAM: Call the Labor Center at 319.335.4144, OR email us at labor-center@uiowa.edu, OR register online at http://www.continuetolearn.uiowa.edu/laborctr/registration/registration.html. When registering by phone or email, please include the name(s) of the participant(s), union name and local #, mailing address, daytime phone #, and union title/position. If you plan to pay your registration fee in advance, make your check payable to The University of Iowa and mail it to: Labor Center, The University of Iowa, 100 BioVentures Center, Room W130, Iowa City, IA 52242-5000.

Registration deadline: November 10, 2011. A confirmation letter and program agenda will be sent to each registrant in advance of the program.

HOUSING: A block of rooms is being held at the Iowa House hotel (part of the Iowa Memorial Union) under "Labor Center – Financial Officers" for the night of December 1 at an approximate rate of $75. You will need to reserve and pay for your own housing directly with the Iowa House at 319.335.3513. A small number of rooms are being held for the night of November 30 if you arrive the evening before the program begins.

If you are a person with a disability who requires an accommodation in order to participate in a program, please contact the Labor Center in advance at (319) 335-4144.

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