



Labor Center

Building the labor movement through education

Union Financial Officers

A two-day intensive course for union officers responsible for private and Iowa 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
- 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 3-4, 2015 (Thursday-Friday)**
Where: **Iowa Memorial Union (on the Univ. of Iowa campus), Iowa City, IA**
Cost: **\$150/person**, includes materials and parking
(Housing is not included in the registration fee; see below for hotel information)
Time: Registration from 8:30-9:00 a.m. on December 3; program will conclude by 4:00 p.m. on December 4

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 16, 2015. 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 3 (rate: \$90/night). **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 December 2 if you arrive the evening before the program begins. Our block of rooms is guaranteed through November 3; reservations made after that date are on a space available basis.

Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in a program, please contact the Labor Center in advance at (319) 335-4144.