

Strengthening
Iowa through
**worker
education**

IOWA

Labor Center

Union Financial Officers' School

December 5-6, 2024

Iowa Memorial Union (University of Iowa campus), Iowa City

COST : \$300 per person

Housing, meals and parking are not included in the registration fee (see below for housing information)

Program check-in: 8:30-9:00 a.m. on Thursday, December 5; program will end by 5:00 p.m. each day

A two-day intensive course for union officers responsible for private and Iowa public sector union financial recordkeeping, featuring guest instructors with expertise in the law and practice of union finances.

Topics will include:

- Tips on accounting and managing financial records
- 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

TO REGISTER:  [319.335.4144](tel:319.335.4144)  labor-center@uiowa.edu  https://bit.ly/LC_program_registration

REGISTRATION DEADLINE: Tuesday, November 26

When registering, please include the participant name(s), union title/position, union name and local #, mailing address, email, and daytime phone #. Registration fees should be paid by check (made payable to The University of Iowa) and mailed to Labor Center, The University of Iowa, 100 BioVentures Center, Room W130, Iowa City, IA 52242-5000.

Housing: Room block held at the Iowa House hotel (part of the Iowa Memorial Union) for the night of December 5 (\$95/night + tax, reference "Labor Center" block when you reserve). Reserve and pay for housing directly with the **Iowa House at 319.335.3513.**

Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. 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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