



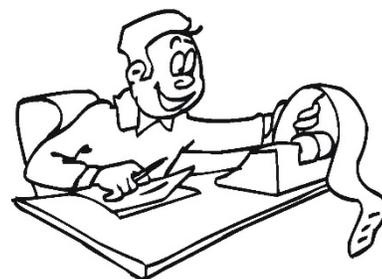
# Labor Center

*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
- 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: **November 30 - December 1 (Thursday - Friday)**  
Where: **Iowa Memorial Union (on the Univ. of Iowa campus), Iowa City, IA**  
Cost: **\$175/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 November 30; program will conclude by 4:30 p.m. on December 1

**TO REGISTER FOR THIS PROGRAM:** Call the Labor Center at 319.335.4144, OR email us at [labor-center@uiowa.edu](mailto:labor-center@uiowa.edu). 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 13, 2017.** 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 November 30 (rate: \$95/night). **You will need to reserve and pay for your own housing directly with the Iowa House at 319.335.3513 or on-line at <https://clients.innroad.com/iowa/property.aspx> (use group code 1166).** A small number of rooms are being held for the night of November 29, if you arrive the evening before the program begins. Our block of rooms is guaranteed through October 30; 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 an accommodation in order to participate in a program, please contact the Labor Center in advance at (319) 335-4144.*