

# 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 13-14 (Tuesday-Wednesday)**

Where: **Iowa Memorial Union (on the Univ. of Iowa campus), Iowa City, IA**

Cost: **\$175/person** (housing, meals and parking are not included in the registration fee; see below for hotel information)

Time: Registration from 8:30-9:00 a.m. on November 13; program will conclude by 4:30 p.m. on November 14

**TO REGISTER:** Call the Labor Center at 319.335.4144, OR email us at [labor-center@uiowa.edu](mailto:labor-center@uiowa.edu) OR register on-line at <https://laborcenter.uiowa.edu/forms/ui-labor-center-campus-program-registration>. 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 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 1, 2018. 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) for the night of November 13 (rate: \$95/night). (Reference the "Labor Center" block when you speak to the front desk staff.) **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 12, if you arrive the evening before the program begins. Our block of rooms is guaranteed through October 22; 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.*