

# INSTRUCTIONS FOR FORM LM-3

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Form LM-3 is for labor organizations

- with total annual receipts of **less than \$250,000**
- that are **not in trusteeship**.

**NOTE:** If your labor organization's total annual receipts are \$250,000 or more, you must file Form LM-2. If total annual receipts are less than \$10,000, you may file Form LM-4. For information on Form LM-2 and Form LM-4, visit [www.olms.dol.gov](http://www.olms.dol.gov), e-mail [olms-public@dol.gov](mailto:olms-public@dol.gov), or contact any of the offices listed on page 15 of these instructions.

This booklet does not contain any reporting forms.

Revised 2007



Public reporting burden for this collection of information is estimated to average 116 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. Reporting of this information is mandatory and is required by the Labor-Management Reporting and Disclosure Act of 1959, as amended, for the purpose of public disclosure. As this is public information, there are no assurances of confidentiality. If you have any comments regarding this estimate or any other aspect of this information collection, including suggestions for reducing this burden, please send them to the U.S. Department of Labor, Employment Standards Administration, Office of Labor-Management Standards, Division of Interpretations and Standards, Room N-1519, 200 Constitution Avenue, NW, Washington, DC 20210.

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## A Message to Financial Officers

As your labor organization's financial officer, you are responsible for completing the Labor Organization Annual Report, Form LM-3, which must be filed with the U.S. Department of Labor **within 90 days** after the end of your organization's fiscal year. Since the law requires that these reports be available for public disclosure, it is important that the Form LM-3 filed for your organization is complete, accurate, and filed on time. Here are some suggestions to make filing Form LM-3 easier.

**Start Early** — prepare your organization's report as soon as possible after the fiscal year ends. Don't wait until the end of the 90-day period.

**Read the Instructions Carefully** — the enclosed instructions are comprehensive and easy to follow. You can avoid reporting errors if you use the instructions as a step-by-step guide for completing the report. Be sure to review the instructions on page 4 which explain how to properly enter information on the report.

**Gather All Needed Records** — you will need your organization's financial records for the year this report will cover, including records showing receipts, disbursements, assets, liabilities, and number of members. You should also get a copy of last year's annual report to help you complete this year's report.

**Do Not Use a Photocopy of Form LM-3** — if you do not file the electronic Form LM-3 as discussed below, you must file an original copy of the paper Form LM-3, including the preprinted continuation pages for Item 24 if needed; a photocopy of the form or continuation pages will not be accepted.

**If an Outside Accountant Prepares Your Organization's Report** — be sure to give the accountant this report package with the latest Form LM-3.

**If You Need Assistance** — the Office of Labor-Management Standards has field offices located in various cities across the country to assist you if you have any questions about completing Form LM-3. A list of the cities is on page 15 of the instructions.

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## Electronic Form LM-3

You can quickly and easily complete Form LM-3 using your computer and the electronic forms software available for download from the Office of Labor-Management Standards Web site at <http://www.olms.dol.gov>.

Why should you choose to complete your organization's Form LM-3 electronically, rather than manually on paper? There are several advantages to using the electronic version:

- It's easy to enter information on the form.
- You can download some information from the Office of Labor-Management Standards Web site and load it directly onto the form.
- The system performs calculations for you, so you won't make mathematical errors.
- Before your officers sign the form, the system checks for errors and discrepancies and allows you to correct or explain them, reducing the likelihood of having to file an amended report.

Your organization's president and treasurer can sign the electronic form using easily obtainable digital signatures and submit it to the U.S. Department of Labor over the Internet. Information on obtaining digital signatures is available on the Office of Labor-Management Standards Web site at: <http://www.olms.dol.gov>.

Alternatively, you can print a paper copy of the form, have your organization's president and treasurer sign it manually, and mail it to the U.S. Department of Labor.

We encourage you to use the electronic Form LM-3 instead of the paper form to make filing your organization's Form LM-3 quicker, easier, and more accurate. The *User Guide* included in the download gives detailed instructions for the electronic Form LM-3 software.

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# INSTRUCTIONS FOR FORM LM-3 LABOR ORGANIZATION ANNUAL REPORT

## GENERAL INSTRUCTIONS

### I. WHO MUST FILE

Every labor organization subject to the Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA), the Civil Service Reform Act (CSRA), or the Foreign Service Act (FSA) must file a financial report, Form LM-2, LM-3, or LM-4, each year with the Office of Labor-Management Standards (OLMS) of the U.S. Department of Labor's Employment Standards Administration. These laws cover labor organizations that represent employees who work in private industry, employees of the U.S. Postal Service, and most Federal government employees. Labor organizations that represent only state, county, or municipal government employees are not covered by these laws and, therefore, are not required to file, except that any "conference, general committee, joint or system board, or joint council" that is subordinate to a national or international labor organization is a labor organization under the LMRDA and is required to file a financial report if the national or international labor organization is a labor organization engaged in an industry affecting commerce within the meaning of section 3(j) of the LMRDA. If you have a question about whether your organization is required to file, contact the nearest OLMS field office listed at the end of these instructions.

### II. WHAT FORM TO FILE

Labor organizations with total annual receipts of less than \$250,000 may file the simplified annual report Form LM-3, if not in trusteeship as defined in Section IX of these instructions. The term "total annual receipts" means all financial receipts of the labor organization during its fiscal year, regardless of the source, including receipts of any special funds as described in Section VIII of these instructions and any "subsidiaries" as defined in Section X.

Labor organizations with greater total annual receipts and those in trusteeship must file the more detailed Form LM-2. Labor organizations with less than \$10,000 in total annual receipts may file the abbreviated 2-page annual report Form LM-4, if not in trusteeship.

### III. WHEN TO FILE

Form LM-3 must be filed within 90 days after the end of your organization's fiscal year (12-month reporting period). The law does not authorize the U.S. Department of Labor to grant an extension of time for filing reports for any reason. The penalties for delinquency are described in Section VI of these instructions.

If your organization went out of existence during its fiscal year, a terminal financial report must be filed within 30 days after the date it ceased to exist. See Section XII of these instructions for information on filing a terminal financial report.

### IV. WHERE TO FILE

One completed Form LM-3 and any required attachments must be filed with the U.S. Department of Labor at the following address:

U.S. Department of Labor  
Employment Standards Administration  
Office of Labor-Management Standards  
200 Constitution Avenue, NW, Room N-1519  
Washington, DC 20210-0001

If available, use the pre-addressed envelope enclosed with this report package to file Form LM-3.

**NOTE:** *Certain labor organizations are required to file Form 990, Return of Organization Exempt from Income Tax, with the Internal Revenue Service (IRS). The IRS will accept a copy of your organization's Form LM-3 to provide some of the information required by Form 990. See the instructions for the current Form 990 for details. Filing Form LM-3 with the IRS does not satisfy your organization's reporting requirement with the U.S. Department of Labor.*

### V. PUBLIC DISCLOSURE

The LMRDA requires that the U.S. Department of Labor make labor organization financial reports available for inspection by the public. Reports for the year 2000 and later may be viewed and downloaded from the OLMS Web site at [www.unionreports.gov](http://www.unionreports.gov). Copies of reports and union constitutions and bylaws can be ordered at the same Web site. Reports may also be

examined and copies purchased at the OLMS Public Disclosure Room at:

U.S. Department of Labor  
Employment Standards Administration  
Office of Labor-Management Standards  
200 Constitution Avenue, NW  
Room N-1519  
Washington, DC 20210-0001  
Telephone: 202-693-0125

## VI. OFFICER RESPONSIBILITIES AND PENALTIES

The president and treasurer or the corresponding principal officers of the labor organization required to sign Form LM-3 are personally responsible for its filing and accuracy. Under the LMRDA, officers are subject to criminal penalties for willful failure to file a required report and for false reporting. False reporting includes making any false statement or misrepresentation of a material fact while knowing it to be false, or for knowingly failing to disclose a material fact in a required report or in the information required to be contained in it or in any information required to be submitted with it.

The reporting labor organization and the officers required to sign Form LM-3 are also subject to civil prosecution for violations of the filing requirements. Section 210 of the LMRDA (29 U.S.C. 440) provides that “whenever it shall appear that any person has violated or is about to violate any of the provisions of this title, the Secretary may bring a civil action for such relief (including injunctions) as may be appropriate.”

Under the CSRA and FSA and implementing regulations, false reporting and failure to report may result in administrative enforcement action and litigation. The officers responsible for signing Form LM-3 are also subject to criminal penalties for false reporting under Sections 1001 of Title 18 and 1746 of Title 28 of the United States Code.

## VII. RECORDKEEPING

The officers required to file Form LM-3 are responsible for maintaining records which will provide in sufficient detail the information and data necessary to verify the accuracy and completeness of the report. The records must be kept for at least 5 years after the date the report is filed. Any record necessary to verify, explain, or clarify the report must be retained, including, but not limited to, vouchers, worksheets, receipts, and applicable resolutions, and electronic documents.

## VIII. FUNDS TO BE REPORTED

Your labor organization’s Form LM-3 must report financial information for all funds of your organization. Include any special purpose funds or accounts, such as strike funds, vacation funds, and scholarship funds even

if they are not part of your organization’s general treasury.

All labor organization political action committee (PAC) funds are considered to be labor organization funds. However, to avoid duplicate reporting, PAC funds which are kept separate from your labor organization’s treasury are not required to be included in your organization’s Form LM-3 if publicly available reports on the PAC funds are filed with a Federal or state agency.

Your organization is required to report financial information about any “subsidiary organization(s).” Financial information about your organization and its subsidiary organizations may be combined on a single Form LM-3 or a separate report may be filed for any subsidiary organization. See Section X of these instructions for information on reporting financial information for subsidiary organizations.

In combining the information concerning special funds and/or any subsidiary organizations, be sure to include the requested information and amounts for the “special funds” and subsidiary organizations as well as for your organization in all items.

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## SPECIAL INSTRUCTIONS FOR CERTAIN ORGANIZATIONS

### IX. LABOR ORGANIZATIONS IN TRUSTEESHIP

Any labor organization which has placed a subordinate labor organization in trusteeship is responsible for filing the subordinate’s annual financial report. A trusteeship is defined in section 3(h) of the LMRDA as “any receivership, trusteeship, or other method of supervision or control whereby a labor organization suspends the autonomy otherwise available to a subordinate body under its constitution or bylaws.”

Annual financial reports filed for any labor organization in trusteeship must be filed on Form LM-2 rather than Form LM-3. The report must be signed by the president and treasurer or corresponding principal officers of the labor organization which imposed the trusteeship and by the trustees of the subordinate labor organization. Form LM-2 can be downloaded from the OLMS Web site at [www.olms.dol.gov](http://www.olms.dol.gov). For additional information contact any of the offices listed at the end of these instructions.

### X. LABOR ORGANIZATIONS WITH SUBSIDIARY ORGANIZATIONS

A subsidiary organization, within the meaning of these instructions, is any separate organization of which the ownership is wholly vested in the reporting labor

organization or its officers or its membership, which is governed or controlled by the officers, employees, or members of the reporting labor organization, and which is wholly financed by the reporting labor organization. A subsidiary organization is considered to be wholly financed if the initial financing was provided by the reporting labor organization even if the subsidiary organization is currently wholly or partially self-sustaining. An example of a subsidiary organization is a building corporation which holds title to a building; the labor organization owns the building corporation, selects the officers, and finances the operation of the building corporation.

**If your organization has no subsidiary organization as defined above, skip to Section XI of these instructions.**

A labor organization is required to report financial information for each of its subsidiary organizations using one of the following methods:

**Method (1)** — Consolidate the financial information for the subsidiary organization(s) and the labor organization on a single Form LM-3.

**Method (2)** — Complete a separate Form LM-3 for the subsidiary organization and file it with the labor organization's Form LM-3. The LM-3 report for the subsidiary organization must be identified by entering an "X" in Item 3(c).

**Method (3)** — File, with the labor organization's Form LM-3, the regular annual report of the financial condition and operations of the subsidiary organization, accompanied by a statement signed by an independent public accountant certifying that the financial report presents fairly the financial condition and operations of the subsidiary organization and was prepared in accordance with generally accepted accounting principles.

Financial information reported separately for subsidiary organizations under methods (2) and (3) above must include the name of the subsidiary organization and the name and file number of the labor organization as shown on its Form LM-3. The financial report of the subsidiary organization must cover the same reporting period as that used by the reporting labor organization.

When method (2) or (3) is used and the subsidiary organization is an investment, the financial interest of the reporting labor organization in the subsidiary organization must be reported in Item 28 (Investments) of the labor organization's Form LM-3. When method (2) or (3) is used and the subsidiary organization is of a non-investment nature, the financial interest of the

reporting labor organization in the subsidiary organization must be reported in Item 30 (Other Assets) of the labor organization's Form LM-3.

The same type of information required on Form LM-3 regarding disbursements to officers and employees and loans made by labor organizations must also be reported with respect to the subsidiary organization. In method (1) the information relating to the subsidiary organization must be combined with that of the labor organization and reported on the labor organization's Form LM-3 in Item 24 and in Item 56 in the detail required by the instructions for Items 17 and 18. In method (2) this information must be reported on the separate Form LM-3 of the subsidiary organization in Item 24 and in Item 56 in the detail required by the instructions for Items 17 and 18. If method (3) is used, an attachment must be submitted containing the information required by the instructions for Items 17, 18, and 24.

The information regarding loans made by the subsidiary organization must include a listing of the names of each officer, employee, or member of the labor organization and each officer or employee of the subsidiary organization whose total loan indebtedness to the subsidiary organization, to the labor organization, or to both at any time during the reporting period exceeded \$250. However, if method (2) or (3) is used, the amount reported by the subsidiary organization should be only the amount owed to the subsidiary organization.

The annual financial report must also include all disbursements made by the subsidiary organization to or on behalf of its officers and officers of the labor organization. The report must also list the name and position of the subsidiary organization's employees whose total gross salaries, allowances, and other disbursements from the subsidiary organization, the reporting labor organization, and any affiliates were more than \$10,000. However, if method (2) or (3) is used, only the disbursements of the subsidiary organization for its employees should be reported.

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## XI. COMPLETING FORM LM-3

### Number of Copies

Complete one of the two blank copies of Form LM-3 included in this report package; do not use a photocopy of this form. The completed Form LM-3 must be filed with OLMS. A copy should also be maintained in your organization's records.

### Address Label

If this report package was mailed to you with an address label, peel off the label and place it in the designated box on page 1 of the form. Use the pre-printed label even if the information on it is incorrect.

**Information Entry**

Entries on Form LM-3 should be typed or clearly printed in black ink. Do not use a pencil or any other color ink.

For items displaying separate boxes, enter only one letter or number in each box as illustrated below. Use all capital letters and print or type inside the boxes. Leave a blank box between words and/or numbers as appropriate. Print clearly so the information can be accurately scanned.

*Entering Number and Street:*

1	4	0	4	R	E	D	W	O	O	D	C	O	U	R	T
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Report amounts in Items 20 and 24 through 55 in dollars only. Do not enter cents. Round cents to the nearest dollar. Enter a single "0" in the boxes for reporting dollars if your organization has nothing to report.

*Entering Dollars: (do not enter cents)*

1	2	8	8	4	4
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*Entering Zero:*

					0
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For items requiring a "Yes" or "No" answer, enter an "X" in the appropriate box. Do not use check marks or other marks.

*Entering X:*

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ITEM 24 — CONTINUATION PAGES**

**For Item 24, All Officers and Disbursements to Officers, two copies of a preprinted continuation page are included in this report package. The Item 24 continuation pages must be used if additional space is needed to report the names of and disbursements to officers as required in Item 24.**

**In the space provided at the top of the page, enter the name of your organization, its 6-digit file number, the ending date of the reporting period, the page number for each continuation page, and the total number of additional pages attached.**

**Additional Pages**

Some of the items on Form LM-3 require that further details be provided in Item 56 (Additional Information) on page 1. If there is not enough space in Item 56, enter the additional information on a separate letter-size page(s), giving the number of the item to which the information applies. Print clearly at the top of each attached page the name of your organization, its 6-digit file number as reported in Item 1, and the ending date of the reporting period as reported on the second line of Item 2. All attachments must be labeled sequentially 1 of \_\_, 2 of \_\_, etc.

**Affiliates**

"Affiliates," within the meaning of these instructions, are labor organizations chartered by the same parent body, governed by the same constitution and bylaws, or having the relationship of parent and subordinate. For example, a parent body is an affiliate of all its subordinate bodies, and all subordinate bodies of the same parent body are affiliates of each other.

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**INFORMATION ITEMS 1-23**

Answer Items 1 through 23 as instructed. Enter an "X" in the appropriate box for those questions requiring a "Yes" or "No" answer; do not leave both boxes blank. Enter a single "0" in the boxes for items requiring a number or dollar amount if there is nothing to report.

**1. FILE NUMBER** — Enter the 6-digit file number which OLMS assigned to your organization. If this Form LM-3 was mailed to you with an address label, your organization's file number is the 6-digit number on the first line of the label. If you do not have a label and you cannot obtain the number from prior reports filed by your organization, contact the nearest OLMS field office listed on page 15 of these instructions to obtain your organization's file number. Your organization's 6-digit file number must also be entered in the File Number boxes at the top of pages 2 through 4 of Form LM-3.

**2. PERIOD COVERED** — Enter the beginning and ending dates of the period covered by this report. Your organization's report should never cover more than a 12-month period. For example, if your organization's 12-month fiscal year begins on January 1 and ends on December 31 enter these dates as 

0	1	0	1	2	0	-	-
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 and 

1	2	3	1	2	0	-	-
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. It would be incorrect to enter January 1 of one year through January 1 of the next year.

If your organization changed its fiscal year, enter in Item 2 the ending date for the period of less than 12 months, which is your organization's new fiscal year ending date, and report in Item 56 that your organization

changed its fiscal year. For example, if your organization's fiscal year ending date changes from June 30 to December 31, a report must be filed for the partial year from July 1 to December 31. Thereafter, your organization's report should cover a full 12-month period from January 1 to December 31.

### 3. AMENDED, TERMINAL, OR SUBSIDIARY REPORT

— Enter an "X" in the box in Item 3(a) if your organization is filing an amended report correcting a previously filed report. Enter an "X" in the box in Item 3(b) if your labor organization has gone out of business by disbanding, merging into another labor organization, or being merged and consolidated with one or more labor organizations to form a new labor organization, and this is your organization's terminal report. Be sure the date your organization ceased to exist is entered in Item 2 after the word "Through." See Section XII of these instructions for more information on filing a terminal report. Enter an "X" in the box in Item 3(c) if this is a report for a subsidiary organization of your organization as defined in Section X of these instructions.

**If this report package does not have an address label or if any of the information on the label is incorrect, complete Items 4 through 8 in their entirety. If the label information is correct, leave Items 4 through 8 blank.**

**4. AFFILIATION OR ORGANIZATION NAME** — Enter the name of the national or international labor organization that granted the labor organization a charter. "Affiliates," within the meaning of these instructions, are labor organizations chartered by the same parent body, governed by the same constitution and bylaws, or having the relationship of parent and subordinate. For example, a parent body is an affiliate of all of its subordinate bodies, and all subordinate bodies of the same parent body are affiliates of each other.

If the labor organization has not reported such an affiliation, enter the name of the labor organization as currently identified in the labor organization's constitution and bylaws or other organizational documents.

**5. DESIGNATION** — Enter the specific designation that is used to identify the labor organization, such as Local, Lodge, Branch, Joint Board, Joint Council, District Council, etc.

**6. DESIGNATION NUMBER** — Enter the number or other identifier, if any, by which the labor organization is known.

**7. UNIT NAME** — Enter any additional or alternate name by which the labor organization is known, such as "Chicago Area Local."

**8. MAILING ADDRESS** — Enter the current address where mail is most likely to reach the labor organization as quickly as possible. The first and last name of the person, if any, to whom such mail should be sent and any building and room number should be included.

**9. PLACE WHERE RECORDS ARE KEPT** — If the records required to be kept by the labor organization to verify this report are kept at the address reported in Item 8 (Mailing Address), answer "Yes." If not, answer "No" and provide in Item 56 (Additional Information) the address where the labor organization's records are kept.

**10. SUBSIDIARY ORGANIZATIONS** — If Item 10 is answered "Yes," provide in Item 56 the name, address, and purpose of each subsidiary organization. Indicate whether the information concerning its financial condition and operations is included in this Form LM-3 or in a separate report. See Section X of these instructions for information on reporting subsidiary organizations.

**11. TRUSTS OR FUNDS** — Answer Item 11 "Yes" if your labor organization created or participated in the administration of a "trust in which a labor organization is interested" which is defined in section 3(l) of the LMRDA as "a trust or other fund or organization (1) which was created or established by a labor organization, or one or more of the trustees or one or more members of the governing body of which is selected or appointed by a labor organization, and (2) a primary purpose of which is to provide benefits for the members of such labor organization or their beneficiaries."

If Item 11 is answered "Yes," provide in Item 56 the name, address, and purpose of each trust. If a report has been filed for the trust or other fund under the Employee Retirement Income Security Act of 1974 (ERISA), report in Item 56 the ERISA file number (Employer Identification Number — EIN) and plan number, if any.

**12. POLITICAL ACTION COMMITTEE FUNDS** — If Item 12 is answered "Yes," provide in Item 56 the full name of each separate political action committee (PAC) and list the name of any government agency, such as the Federal Election Commission or a state agency, with which the PAC has filed a publicly available report, and the relevant file number of the PAC. (PAC funds which are kept separate from your labor organization's treasury are not required to be included in your organization's Form LM-3 if publicly available reports on the PAC funds are filed with a Federal or state agency. See Section VIII of these instructions for additional information on PAC funds.)

**13. ACQUISITION OR DISPOSITION OF ASSETS** —

If Item 13 is answered “Yes,” describe in Item 56 the manner in which your organization acquired or disposed of assets, such as donating office furniture or equipment to charitable organizations, trading in assets, writing off a receivable, or giving away other tangible or intangible property of the labor organization. Include the type of asset, its value, and the identity of the recipient or donor, if any. Also report in Item 56 the cost or other basis at which any acquired assets were entered on your organization’s books or the cost or other basis at which any assets disposed of were carried on your organization’s books.

For assets that were traded in, enter in Item 56 the cost, book value, and trade-in allowance.

**14. AUDIT OR REVIEW OF BOOKS AND RECORDS**

— If Item 14 is answered “Yes,” indicate in Item 56 whether the audit or review was performed by an outside accountant or a parent body auditor/representative. If the audit or review was performed by an outside accountant, provide the name of the accountant or accounting firm. Report any audit or review by an outside accountant or a parent body auditor/representative in which your organization’s books and records were examined to verify their accuracy and validity. The term “audit or review” does not include providing assistance in developing a bookkeeping system, providing routine bookkeeping services, or merely compiling information from your organization’s books and records to prepare Form LM-3 or other financial reports. Also, do not answer Item 14 “Yes” if the audit or review was performed by an audit committee or trustees of your organization.

**15. LOSSES OR SHORTAGES** — If Item 15 is answered “Yes,” describe the loss or shortage in detail in Item 56, including such information as the amount of the loss or shortage of funds or a description of the property that was lost, how it was lost, and to what extent, if any, there has been an agreement to make restitution or any recovery by means of repayment, fidelity bond, insurance, or other means.

**16. ADDITIONAL POSITIONS OF OFFICERS** —

Answer Item 16 “Yes” only if an officer of your organization was paid \$10,000 or more in salary, wages, and allowances by your organization and was paid \$10,000 or more in salary, wages, and allowances as an officer or employee of another labor organization or of an employee benefit plan. In calculating whether an officer was paid \$10,000 or more, include allowances paid on a daily, weekly, monthly, or other periodic basis. Do not include allowances paid on the basis of mileage or meals or amounts officers received as reimbursed expenses. If Item 16 is answered “Yes,” provide in Item 56 the name of each officer, the name of the other labor organization(s) or employee benefit

plan(s), and the officer’s position in the other labor organization(s) or employee benefit plan(s).

**17. EMPLOYEES** — Answer Item 17 “Yes” if any employee of your organization received more than \$10,000 in gross salaries, allowances, and other direct and indirect disbursements during the reporting period (direct and indirect disbursements are defined in the instructions for Item 24). In computing the total, add together all disbursements made to each employee by your organization (including any subsidiary organization) and any affiliates. (“Affiliates” means labor organizations chartered by the same parent body, governed by the same constitution and bylaws, or having the relationship of parent and subordinate.)

If Item 17 is answered “Yes,” report in Item 56 the name and position of each employee and the names of the other affiliated labor organizations which made disbursements to or on behalf of the employee. Also report in Item 56 the total disbursements made to each employee or on the employee’s behalf by your organization, including all salary and allowances (before any deductions) and other disbursements (including reimbursed expenses).

**18. LOANS** — Answer Item 18 “Yes” if any officer, employee, or member owed your organization, together with any subsidiary organization, more than \$250 at any time during the reporting period; or if your organization made a loan, regardless of amount, to any business enterprise during the reporting period. Include any direct or indirect loans whether or not evidenced by a promissory note or secured by a mortgage. An example of an indirect loan is a disbursement by your organization to an educational institution for the tuition expense of an officer, employee, or member which must be repaid to your organization by that individual.

If Item 18 is answered “Yes,” report in Item 56 the name of each individual and business enterprise, the amount each individual owed at the end of the reporting period, and the amount loaned to each business enterprise during the reporting period. Also report in Item 56 the purpose, terms for repayment, and any security for each such loan.

**NOTE:** *Advances, including salary advances, are considered loans and must be reported in Item 26 (Loans Receivable) and Item 53 (Loans Made). However, advances to officers and employees of your organization for travel expenses necessary for conducting official business are not considered loans if the following conditions are met:*

- *the amount of an advance for a specific trip does not exceed the amount of expenses reasonably expected to be incurred for official travel in the near future, and the amount of the advance is fully repaid or fully accounted for by vouchers or paid receipts within 30 days after the completion or cancellation of the travel.*

- *the amount of a standing advance to an officer or employee who must frequently travel on official business does not unreasonably exceed the average monthly travel expenses for which the individual is separately reimbursed after the submission of vouchers or paid receipts, and the individual does not exceed 60 days without engaging in official travel.*

See the instructions for Item 24, Column (E), Item 30, and Item 46 for reporting travel advances which meet these criteria.

**19. NUMBER OF MEMBERS** — Enter the number of members in your organization at the end of the reporting period. Include all categories of members who pay dues. Do not include nonmember employees who make payments in lieu of dues as a condition of employment under a union security provision in a collective bargaining agreement.

**20. FIDELITY BOND** — Enter the maximum amount recoverable for a loss caused by any officer, employee, or agent of your organization who handled your organization's funds. Enter "0" if your organization was not covered by a fidelity bond during the reporting period.

**NOTE:** *If your organization had property and annual financial receipts which totaled more than \$5,000, each of your organization's officers, employees, and agents who handles funds or other property of your organization must be bonded. The amount of the bond must be at least 10% of the value of the funds handled by the individual during the last reporting period, up to a maximum bond of \$500,000. The bond must be obtained from a surety company approved by the Secretary of the Treasury. If you have any questions or need more information about bonding requirements, contact the nearest OLMS field office listed at the end of these instructions.*

**21. CHANGES IN CONSTITUTION AND BYLAWS OR PRACTICES/PROCEDURES** — If Item 21 is answered "Yes" because your organization's constitution and bylaws were changed during the reporting period (other than rates of dues and fees), a dated copy of the new constitution and bylaws must either be submitted as an electronic attachment to the Form LM-3 the labor organization submits to OLMS, or the labor organization may submit a dated copy of the new constitution and bylaws to:

Office of Labor-Management Standards  
200 Constitution Ave., NW, Room N-1519  
Washington, DC 20210-0001

If your organization is governed by a uniform constitution and bylaws prescribed by your organization's parent national or international body, your organization's parent body may file the constitution

and bylaws on your behalf. If your parent body files a constitution and bylaws on your behalf, answer Item 21 "Yes" and state that fact in Item 56.

If Item 21 is answered "Yes" because your organization changed any of the practices/procedures listed below during the reporting period and the practices/procedures are not described in your organization's constitution and bylaws, your organization must file an amended Form LM-1 (Labor Organization Information Report) with its Form LM-3 to update information on file with OLMS:

- qualifications for or restrictions on membership;
- levying assessments;
- participating in insurance or other benefit plans;
- authorizing disbursement of labor organization funds;
- auditing financial transactions of the labor organization;
- calling regular and special meetings;
- authorizing bargaining demands;
- ratifying contract terms;
- authorizing strikes;
- disciplining or removing officers or agents for breaches of their trust;
- imposing fines and suspending or expelling members including the grounds for such action and any provision made for notice, hearing, judgment on the evidence, and appeal procedures;
- selecting officers and stewards and any representatives to other bodies composed of labor organizations' representatives;
- invoking procedures by which a member may protest a defect in the election of officers (including not only all procedures for initiating an election protest but also all procedures for subsequently appealing an adverse decision, e.g., procedures for appeals to superior or parent bodies, if any); and
- issuing work permits.

Form LM-1 can be downloaded from the OLMS Web site at [www.olms.dol.gov](http://www.olms.dol.gov). If you are unable to download the form, contact any of the offices listed at the end of these instructions to obtain a copy.

**NOTE:** *Federal employee labor organizations subject solely to the Civil Service Reform Act or Foreign Service Act are not required to submit an amended Form LM-1 to describe revised or changed practices/procedures.*

**22. NEXT REGULAR ELECTION** — Enter the month and year of your organization's next regular election of general officers (president, vice president, treasurer,

secretary, etc.). Do not report the date of any interim election to fill vacancies.

**23. DUES AND FEES** — Enter the dues and fees established by your organization. If more than one rate applies, enter the minimum and maximum rates. Enter "0" where appropriate.

**Line (a):** Enter the regular dues or fees or other periodic payments which a member must pay to be in good standing in your organization and enter the calendar basis for the payment (per month, per year, etc.). If your organization requires members to pay "working" dues as a part of regular dues, also report the amount or percent of "working" dues and enter the basis for the payment (per hour, per month, etc.). Include only the dues or fees of regular members and not dues or fees of members with special rates, such as apprentices, retirees, or unemployed members.

**Line (b):** Enter the initiation fees required from new members.

**Line (c):** Enter the fees other than dues required from transferred members. Such fees are those charged to persons applying for a transfer of membership to your organization from another labor organization with the same affiliation. Do not report fees charged to members transferring from one class of membership to another within your organization.

**Line (d):** If your organization issues work permits, enter the fees required and enter the calendar basis for the payment (per month, per year, etc.). Work permit fees are fees charged to nonmembers of your organization who work within its jurisdiction. Do not report as work permit fees those fees charged to nonmember applicants for membership pending acceptance of their membership application, or fees charged to persons applying for transfer of membership to your organization pending acceptance of their application for transfer.

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## FINANCIAL DETAILS

### REPORT ONLY DOLLAR AMOUNTS

Report all amounts in dollars only. Round cents to the nearest dollar. Amounts ending in \$.01 through \$.49 should be rounded down. Amounts ending in \$.50 through \$.99 should be rounded up.

### REPORTING CLASSIFICATIONS

Complete all items and lines on the form as given. Do not use different accounting classifications or change the wording of any item or line.

### COMPLETE ALL ITEMS 24 THROUGH 55

Complete Item 24 and all items in Statement A and Statement B. Enter "0" where appropriate.

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## LIST OF OFFICERS AND DISBURSEMENTS TO THEM

**ITEM 24. ALL OFFICERS AND DISBURSEMENTS TO OFFICERS** — List all your organization's officers and report all salaries and other direct and indirect disbursements to officers during the reporting period. However, direct and indirect disbursements not involving the payment of some form of cash (cash, checks, money orders, etc.) should not be reported in Item 24 but must be explained in Item 56. Any direct or indirect cash disbursement required to be included in Item 24 should not be reported in other disbursement items.

**NOTE:** A "direct disbursement" to an officer is a payment made by your organization to the officer in the form of cash, property, goods, services, or other things of value.

An "indirect disbursement" to an officer is a payment made by your organization to another party for cash, property, goods, services, or other things of value received by or on behalf of the officer. "On behalf of the officer" means received by a party other than the officer or your organization for the personal interest or benefit of the officer. Such payments include those made through a credit arrangement under which charges are made to the account of your organization and are paid by your organization.

**A sample completed Item 24 can be found on page 10 of these instructions. Be sure to use the Item 24 continuation pages included in this report package if needed.**

**Column (A):** Enter in (A) the last name, first name, and middle initial of each person who held office in the labor organization at any time during the reporting period. Include all the labor organization's officers whether or not any salary or other disbursements were made to them or on their behalf by the labor organization. "Officer" is defined in section 3(n) of the LMRDA (29 U.S.C. 402) as "any constitutional officer, any person authorized to perform the functions of president, vice president, secretary, treasurer, or other executive functions of a labor organization, and any member of its executive board or similar governing body."

**Column (B):** Enter in (B) the title of the position each officer listed held during the reporting period. If an officer held more than one position during the reporting period, list each additional position and the dates on which the officer held the position in Item 56 (Additional Information).

**Column (C):** In the box labeled "Status," enter the status of each officer: "N" for a new officer who took office during the reporting period; "P" for a past officer who was not in office at the end of the reporting period; or "C" for a continuing officer who was in office before the reporting period and was still in office at the end of the reporting period. If any officer was not elected at a regular election in accordance with the labor organization's constitution and bylaws or other governing documents on file with OLMS, explain the manner in which the officer was chosen in Item 56 (Additional Information).

**Column (D):** Enter the gross salary of each officer (before tax withholdings and other payroll deductions). Include disbursements for "lost time" or time devoted to union activities.

**Column (E):** Enter the total of all other direct and indirect disbursements to each officer other than salary, including allowances, disbursements which were necessary for conducting official business of your organization, and disbursements essentially for the personal benefit of the officer and not necessary for conducting official business of your organization.

Examples of disbursements to be reported in Column (E) include: allowances made by direct and indirect disbursements to each officer on a daily, weekly, monthly, or other periodic basis; allowances paid on the basis of mileage or meals; all expenses that were reimbursed directly to an officer; expenses for officers' meals and entertainment; and various goods and services furnished to officers but charged to your organization. Column (E) must also include:

- the total maintenance and operating costs of any automobile owned or leased by your organization and assigned to an officer regardless of whether the use was for official business or for the personal benefit of the officer. If more than 50% of the use of the automobile was for the personal benefit of the officer, the amount of decrease in the market value attributable to the officer's personal use must be reported in Item 56.
- all disbursements for transportation by public carrier between the officer's home and place of employment or for other transportation not involving the conduct of official business.
- all other direct and indirect disbursements to each officer not included elsewhere in this report. Include all direct and indirect disbursements which were essentially for the personal benefit of the officer and not necessary for conducting official business of your organization. However, disbursements for occasional non-cash gifts of insubstantial value need not be included in Column (E) if reported in Item 51 (Contributions, Gifts, and Grants).

- travel advances which are not considered loans as explained in the instructions for Item 18.

Do not report the following disbursements in Item 24:

- loans to officers which must be reported in Item 26 (Loans Receivable) and Item 53 (Loans Made);
- benefits to officers which must be reported in Item 50 (Benefits);
- reimbursements to an officer for the purchase of investments or fixed assets, such as reimbursing an officer for a file cabinet purchased for office use, which must be reported in Item 52 (Purchase of Investments and Fixed Assets) and explained in Item 56;
- indirect disbursements for temporary lodging (room rent charges only) or transportation by public carrier necessary for conducting official business while the officer is in travel status away from his or her home and principal place of employment with your organization if payment is made by your organization directly to the provider or through a credit arrangement and these disbursements are reported in Item 48 (Office and Administrative Expense); however, charges other than room rent on hotel bills must be reported in Column (E);
- disbursements made by your organization to someone other than an officer as a result of transactions arranged by an officer in which property, goods, services, or other things of value were received by or on behalf of your organization rather than the officer, such as rental of offices and meeting rooms, purchase of office supplies, refreshments and other expenses of membership banquets or meetings, and food and refreshments for the entertainment of groups other than the officers and membership on official business;
- office supplies, equipment, and facilities furnished to officers by your organization for use in conducting official business; and
- maintenance and operating costs of your organization's assets other than automobiles owned or leased by your organization and assigned to officers.

Enter on Line 8, Columns (D) and (E) the totals from any continuation pages for Item 24.

**Column (F):** Add Columns (D) and (E) for each of Lines 1 through 8 and enter the totals in Column (F).

Add Lines 1 through 8, Columns (D) through (F), and enter the totals on Line 9.

Enter on Line 10 the total amount of withheld taxes, payroll deductions, and other deductions. Disbursements for the transmittal of withheld taxes, payroll deductions, and other deductions must be

reported in Item 54 (Other Disbursements). Any portion of withheld taxes or any payroll or other deductions which have not been transmitted at the end of the reporting period are liabilities of your organization and must be reported in Item 35. Payroll or other deductions retained by your labor organization (such as

repayments of loans made) must be fully explained in Item 56.

Subtract Line 10, from Line 9, Column F, and enter the difference on Line 11 and in Item 45 (To Officers).

**24. ALL OFFICERS AND DISBURSEMENTS TO OFFICERS**

Enter Amounts in Dollars Only — Do Not Enter Cents

FILE NUMBER: 1 2 3 - 4 5 6

(A) Name <small>(List all persons who held office during the reporting period even if they received no salary or other disbursements. Use all capital letters.)</small>		Gross Salary (before taxes and other deductions) (D)	Allowances and Other Disbursements (E)	Total (F)
(B) Title <small>(Enter title of officer, such as PRESIDENT or TREASURER.)</small>				
Status (C)*				
1.	Last Name: REILLY      First Name: KAY Title: PRESIDENT      Status: N	1 5 5 0 0	1 4 1 6	1 6 9 1 6
2.	Last Name: SNYDER      First Name: PAUL Title: PRESIDENT      Status: P	5 0 0	1 7 5	6 7 5
3.	Last Name: POLOSKY      First Name: STELLA Title: VICE PRESIDENT      Status: C	0	0	0
4.	Last Name: HIRSCH      First Name: WILLIAM Title: TREASURER      Status: C	2 5 5 0	7 4 0	3 2 9 0
5.	Last Name: ABRAHAM      First Name: ROBERT Title: RECORDING SECRETARY      Status: C	1 0 0 0	0	1 0 0 0
6.	Last Name: LINSEY      First Name: MARTIN Title: TRUSTEE      Status: C	5 0 0	0	5 0 0
7.	Last Name: PATERSON      First Name: JULIA Title: TRUSTEE      Status: C	5 0 0	0	5 0 0
8.	Totals from additional pages (if any)	5 0 0		5 0 0
9.	Totals of Lines 1 through 8	2 1,0 5 0	2,3 3 1	2 3,3 8 1
		10. Less Deductions		5 8 9 4
Enter the Total from Line 11 in ..... Item 45 ⇨		11. Net Disbursements		1 7 4 8 7

\*Code for Status (C): past officer — P; continuing officer — C; new officer during the reporting period — N. (If any officer was not elected at a regular election in accordance with your organization's constitution and bylaws, explain in Item 56 on page 1.)

## STATEMENT A ASSETS AND LIABILITIES

### ASSETS

**25. CASH** — Enter the total of all your organization's cash on hand and on deposit at the start and end of the reporting period in Columns (A) and (B), respectively. Include all cash on hand, such as undeposited cash, checks, and money orders; petty cash; and cash in safe deposit boxes. Cash on deposit includes funds in banks, credit unions, and other financial institutions, such as checking accounts, savings accounts, certificates of deposit, and money market accounts. Also include any interest credited to your organization's account during the reporting period.

**NOTE:** *The checking account balances reported should be obtained from your organization's books as reconciled with the balances shown on bank statements.*

**26. LOANS RECEIVABLE** — Enter the total of all loans owed to your organization at the start and end of the reporting period in Columns (A) and (B), respectively. Include all direct and indirect loans (whether or not evidenced by promissory notes or secured by mortgages) owed to your organization by individuals, business enterprises, benefit plans, and other entities including labor organizations. An example of an indirect loan is a disbursement by your organization to an educational institution for the tuition expense of an officer, employee, or member which must be repaid to your organization by that individual. Do not include investments in corporate bonds or mortgages purchased on a block basis through a bank or similar institution which must be reported in Item 28 (Investments).

**27. U.S. TREASURY SECURITIES** — Enter the total value of all U.S. Treasury securities as shown on your organization's books at the start and end of the reporting period in Columns (A) and (B), respectively. If the value reported is different from the original cost, the original cost must be reported in Item 56. Other U.S. Government obligations, state and municipal bonds, and foreign government securities must be reported in Item 28 (Investments).

**28. INVESTMENTS** — Enter in Columns (A) and (B), respectively, the total book value at the start and end of the reporting period of all investments other than U.S. Treasury securities. The book value of these investments is the lower of cost or market value.

**29. FIXED ASSETS** — Enter in Columns (A) and (B), respectively, the book value at the start and end of the

reporting period of all fixed assets, such as land, buildings, automobiles, and office furniture and equipment owned by your organization. The book value of fixed assets is cost less depreciation.

**30. OTHER ASSETS** — Enter in Columns (A) and (B), respectively, the total value as shown on your organization's books at the start and end of the reporting period of all assets (such as accounts receivable, utility deposits, or travel advances which are not considered loans as explained in the instructions for Item 18) which have not been reported in Items 25 through 29.

**31. TOTAL ASSETS** — Add Items 25 through 30, Columns (A) and (B), and enter the respective totals in Item 31.

### LIABILITIES

**32. ACCOUNTS PAYABLE** — Enter the total amount of your organization's accounts payable at the start and end of the reporting period in Columns (C) and (D), respectively. Ordinarily, accounts payable are those obligations incurred on an open account for goods and services rendered.

**33. LOANS PAYABLE** — Enter in Columns (C) and (D), respectively, the total amount of all loans owed by your organization at the start and end of the reporting period, including those represented by notes. Do not include loans secured by mortgages or similar liens on real property (land or buildings) which must be reported in Item 34 (Mortgages Payable).

**34. MORTGAGES PAYABLE** — Enter the total amount of your organization's obligations which were secured by mortgages or similar liens on real property (land or buildings) at the start and end of the reporting period in Columns (C) and (D), respectively.

**35. OTHER LIABILITIES** — Enter in Columns (C) and (D), respectively, the total amount as shown on your organization's books at the start and end of the reporting period of all other liabilities not reported in Items 32 through 34.

**36. TOTAL LIABILITIES** — Add Items 32 through 35, Columns (C) and (D), and enter the respective totals in Item 36.

**37. NET ASSETS** — Subtract Item 36 (Total Liabilities), Column (C) from Item 31 (Total Assets), Column (A) and enter the difference in Item 37, Column (C). Subtract Item 36, Column (D) from Item 31, Column (B) and enter the difference in Item 37, Column (D).

## STATEMENT B RECEIPTS AND DISBURSEMENTS

Under Statement B, receipts must be recorded when money is actually received by the labor organization and disbursements must be recorded when money is actually paid out by the labor organization.

The purpose of Statement B is to report the flow of cash in and out of your organization during the reporting period. Transfers between separate bank accounts or between special funds of your organization, such as vacation or strike funds, do not represent the flow of cash in and out of your organization. Therefore, these transfers should not be reported as receipts and disbursements of your organization. For example, do not report a transfer of cash from your organization's savings account to its checking account. Likewise, the use of funds reported in Item 25 (Cash) to purchase certificates of deposit and the redemption of certificates of deposit should not be reported in Statement B.

Since Statement B reports all cash flowing in and out of your organization, "netting" is not permitted. "Netting" is the offsetting of receipts against disbursements and reporting only the balance (net) as either a receipt or disbursement. For example, if an officer received \$1,000 from your organization for convention expenses, used only \$800 and returned the remaining \$200, the \$1,000 disbursement must be reported in Item 24 and the \$200 receipt must be reported in Item 43. It would be incorrect to report only an \$800 net disbursement to the officer.

Receipts and disbursements by an agent on behalf of your organization are considered receipts and disbursements of your organization and must be reported in the same detail as other receipts and disbursements. For example, if your organization owns a building managed by a rental agent, the agent's rental receipts and disbursements for expenses must be reported on your organization's Form LM-3. Also, if your organization's parent body or an intermediate body functions as an agent receiving and disbursing funds of your organization to third parties, these receipts and disbursements must be reported on your organization's Form LM-3.

### CASH RECEIPTS

**38. DUES** — Enter the total dues received by your organization. Include dues received directly by your organization from members, dues received from employers through a checkoff arrangement, and dues

transmitted to your organization by a parent body or other affiliate. Report the full dues received, including any portion that will later be transmitted to an intermediate or parent body as per capita tax. Also report in Item 38 payments in lieu of dues received from any nonmember employees as a condition of employment under a union security provision in a collective bargaining agreement.

If an intermediate or parent body receives dues checkoff directly from an employer on behalf of your organization, do not report in Item 38 the portion retained by that organization for per capita tax or other purposes, such as a special assessment. Any amounts retained by the intermediate body or parent body other than per capita tax must be explained in Item 56. For example, if the intermediate body or parent body retained \$500 of your organization's dues checkoff as payment for supplies purchased from that body by your organization, this should be explained in Item 56 of your organization's Form LM-3 but the \$500 should not be reported as a receipt or a disbursement on your organization's Form LM-3. However, if the intermediate body or parent body disbursed part of your organization's dues checkoff on your organization's behalf, this amount should be included in Item 38 and in the appropriate disbursement item on your organization's Form LM-3. For example, if the intermediate body or parent body disbursed \$500 of your organization's dues checkoff to an attorney who had provided legal services to your organization, this amount should be reported in Item 38 and as a disbursement in Item 49 (Professional Fees) of your organization's Form LM-3.

Do not report in Item 38 dues which your organization collected on behalf of other organizations for transmittal to them. For example, if your organization received dues from a member of an affiliate who worked in your organization's jurisdiction, the dues collected on the affiliate's behalf must be reported in Item 43.

**39. PER CAPITA TAX** — Enter the total per capita tax received by your organization if your organization is an intermediate or parent body; otherwise, enter "0" in Item 39. Include the per capita tax portion of dues received directly by your organization from members of affiliates, per capita tax received from subordinates, either directly or through intermediaries, and the per capita tax portion of dues received through a checkoff arrangement whereby local dues are remitted directly to an intermediate or parent body by employers. Do not include dues collected on behalf of subordinate organizations for transmittal to them. For example, if a parent body received dues checkoff directly from an employer and returned the local's portion of the dues, the parent body must report the dues received on behalf of the local in Item 43 (Other Receipts).

**40. FEES, FINES, ASSESSMENTS, AND WORK PERMITS** — Enter your organization's receipts from fees, fines, assessments, and work permits. Receipts by your organization on behalf of affiliates for transmittal to them must be reported in Item 43 (Other Receipts).

**41. INTEREST AND DIVIDENDS** — Enter the total amount of interest and dividends received by your organization from savings accounts, bonds, mortgages, loans, investments, and all other sources.

**42. SALE OF INVESTMENTS AND FIXED ASSETS** — Enter the net amount received by your organization for all investments (including U.S. Treasury securities) and fixed assets sold. Do not include amounts received from the sale or redemption of investments which were promptly reinvested (i.e., "rolled over") during the reporting period.

The amount to be excluded for each reinvestment is the lower of the following:

- the original cost of the investment sold;
- the amount reinvested when the amount received from the sale was less than the investment's original cost; or
- the amount reinvested when only a portion of the amount received from the sale was actually reinvested.

Interest and dividends received during the reporting period must be reported in Item 41.

Any portion of the amount due your organization (gross sales price less deductions for selling expenses) from sales of investments and fixed assets which has not been received by the end of the reporting period must be reported in Item 30 (Other Assets). However, if a mortgage or note is taken back, it must be reported in Item 26 (Loans Receivable).

**43. OTHER RECEIPTS** — Enter all receipts of your organization other than those reported in Items 38 through 42, including proceeds from the sale of supplies, loans obtained, repayments of loans made, rents, and funds collected for transmittal to third parties.

**44. TOTAL RECEIPTS** — Add Items 38 through 43 and enter the total in Item 44.

## CASH DISBURSEMENTS

**45. TO OFFICERS** — Enter the total reported on Line 11 of Item 24.

**46. TO EMPLOYEES** — Enter the total of all salaries, allowances, travel advances which are not considered loans as explained in the instructions for Item 18, and other direct and indirect disbursements (less deductions for FICA, withheld taxes, etc.) to employees of your

organization during the reporting period. Include disbursements to individuals other than officers who receive lost time payments even if your organization does not consider them to be employees or does not make any other direct or indirect disbursements to them.

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**NOTE:** *The following worktable may be used to determine the amount to be reported in Item 46:*

- A. Total Gross Salaries, Allowances, \$ \_\_\_\_\_  
and Other Disbursements to  
Employees (before withheld taxes  
and other deductions)
- B. Subtract: Total Withheld Taxes \$ \_\_\_\_\_  
and Other Deductions
- C. Net Disbursements to Employees \$ \_\_\_\_\_

*The amount on Line C should agree with the amount reported in Item 46.*

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**47. PER CAPITA TAX** — Enter your organization's total amount of per capita tax paid as a condition or requirement of affiliation with your parent national or international union, state and local central bodies, a conference, joint or system board, joint council, federation, or other labor organization.

**48. OFFICE AND ADMINISTRATIVE EXPENSE** — Enter your organization's total disbursements for its ordinary office and administrative expenses, for example, rent, utilities, office supplies, postage, subscriptions, fidelity bond premiums, etc.

As explained in the instructions for Item 24, Column (E), disbursements for hotel rooms or for transportation by public carrier of officers and employees on official business may be reported in Item 48 when payment is made directly to the provider or through a credit arrangement. Do not include in Item 48 salaries, allowances, or other direct and indirect disbursements to officers and employees which must be reported in Items 45 and 46.

Also report in Item 48 all taxes assessed against and paid by your organization, including your organization's FICA taxes as an employer. Do not include disbursements for the transmittal of taxes withheld from the salaries of officers and employees which must be reported in Item 54. Also, do not include indirect taxes, such as sales and excise taxes, for purchases reported in other disbursement items.

**49. PROFESSIONAL FEES** — Enter your organization's total disbursements for "outside" legal and other professional services (auditing, economic

research, computer consulting, arbitration, etc.). Include any disbursements made for the expenses of individuals or firms providing professional services to your organization. Do not include direct and indirect disbursements to officers and employees which must be reported in Items 45 and 46.

**50. BENEFITS** — Enter the total of all direct and indirect benefit disbursements made by your organization. Direct benefit disbursements are those made to officers, employees, members, and their beneficiaries from your organization's funds. Indirect benefit disbursements are those made from your organization's funds to a separate and independent entity, such as a trust or insurance company, which in turn and under certain conditions will pay benefits to the covered individuals. An example of an indirect benefit disbursement is the premium on group life insurance.

**51. CONTRIBUTIONS, GIFTS, AND GRANTS** — Enter the total of all disbursements for contributions, gifts, and grants made by your organization.

**52. PURCHASE OF INVESTMENTS AND FIXED ASSETS** — Enter the total disbursements for all investments and fixed assets purchased by your organization. Do not include any unpaid balances still owed which should be reported in Item 33 (Loans Payable) or Item 34 (Mortgages Payable). Also, do not include disbursements for reinvestment in U.S. Treasury securities and investments of amounts received from sales of U.S. Treasury securities and investments as explained in the instructions for Item 42 (Sale of Investments and Fixed Assets). The amount to be excluded from Item 52 for reinvestment must be the same as the amount which was excluded from Item 42 for reinvestment.

**53. LOANS MADE** — Enter the total disbursements for loans made by your organization. Include all direct and indirect loans made to individuals, business enterprises, and other organizations, regardless of amount.

**NOTE:** *Section 503(a) of the LMRDA prohibits labor organizations from making direct or indirect loans to any officer or employee of the labor organization which results in a total indebtedness on the part of such officer or employee to the labor organization in excess of \$2,000 at any time.*

**54. OTHER DISBURSEMENTS** — Enter all disbursements made by your organization not reported in Items 45 through 53, including fees, fines, assessments, supplies for resale, repayments of loans obtained, transmittals of funds collected for third parties, educational and publicity expenses, withholding taxes, and payments for the account of affiliates and other third parties.

**55. TOTAL DISBURSEMENTS** — Add Items 45 through 54 and enter the total in Item 55.

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**NOTE:** *The following worktable may be used to determine that the figures for receipts, disbursements, and cash are correctly reported on your organization's Form LM-3:*

A. Cash at Start of Reporting Period — Item 25, Column (A)	\$ _____
B. Add: Total Receipts — Item 44	\$ _____
C. Total of Lines A and B	\$ _____
D. Subtract: Total Disbursements — Item 55	\$ _____
E. Cash at End of Period	\$ _____

*If Line E does not equal the amount reported in Item 25, Column (B), there is an error in your organization's report which should be corrected.*

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## ADDITIONAL INFORMATION AND SIGNATURES

**56. ADDITIONAL INFORMATION** — Use Item 56 to provide additional information as indicated on Form LM-3 and in Section XII of these instructions. Enter the number of the item to which the information relates in the Item Number column. If there is not enough space in Item 56, report the additional information on a separate letter-size page(s). Be sure to include the following at the top of each page: the name of your organization, its 6-digit file number as reported in Item 1, and the ending date of the reporting period as reported on the second line of Item 2.

**57-58. SIGNATURES** — The completed Form LM-3 which is filed with OLMS must be signed by both the president and treasurer or corresponding principal officers of your organization. Original signatures are required on the Form LM-3 filed with OLMS; stamped or mechanical signatures are not acceptable. If the duties of the principal executive or principal financial officer are performed by an officer other than the president or treasurer, the report may be signed by the other officer. If the report is signed by an officer other than the president or treasurer, cross out the printed title, enter the correct title in Item 57 or 58, and explain in Item 56 why the president or treasurer did not sign the report. Enter the date the report was signed and the telephone number at which the signatories conduct official business; you do not have to report a private, unlisted telephone number.

## **XII. LABOR ORGANIZATIONS THAT HAVE CEASED TO EXIST**

If your organization has gone out of existence as a reporting labor organization, the last president and treasurer or the officials responsible for winding up the affairs of your organization must file a terminal financial report for the period from the beginning of the fiscal year to the date of termination. A terminal financial report must be filed if your organization has gone out of business by disbanding, merging into another organization, or being merged and consolidated with one or more labor organizations to form a new labor organization. A terminal financial report is not required if your organization changed its affiliation but continues to function as a separate reporting labor organization.

The terminal financial report may be filed on Form LM-3 if your organization filed its previous annual report on Form LM-3 and your organization's total annual receipts, as defined in Section II of these instructions, were less than \$250,000 for the part of the last fiscal year during which your organization existed or less than \$200,000 if your organization's last fiscal year began before July 1, 2004. (If total annual receipts were more than these limits, your organization must use Form LM-2 to file its terminal financial report.) Your organization's terminal financial report must be submitted to the U.S. Department of Labor, Employment Standards Administration, Office of Labor-Management Standards, 200 Constitution Avenue, NW, Room N-1519, Washington, DC 20210-0001, within 30 days after the date of termination.

To complete a terminal report on Form LM-3, follow the instructions in Section XI and, in addition:

- Enter the date your organization ceased to exist in Item 2 after the word "Through."
- Enter an "X" in the box in Item 3(b) indicating that your organization ceased to exist during the reporting period and that this is your organization's terminal Form LM-3.
- Enter "3(b)" in the Item Number column in Item 56 and provide a detailed statement of the reason your organization ceased to exist. Also report in Item 56 plans for the disposition of your organization's cash and other assets, if any (for example, transfer of cash and assets to the parent body). Provide the name and address of the person or organization that will retain the records of the terminated organization. If your organization merged with another labor organization, report that organization's name, address, and 6-digit file number.

Contact the nearest OLMS field office listed below if you have questions about filing a terminal report.

### **OLMS Field Offices**

Staff is available to answer questions at OLMS offices in the following cities.

Atlanta, GA  
 Baltimore, MD  
 Birmingham, AL  
 Boston, MA  
 Buffalo, NY  
 Chicago, IL  
 Cincinnati, OH  
 Cleveland, OH  
 Dallas, TX  
 Denver, CO  
 Detroit, MI  
 Grand Rapids, MI  
 Guaynabo, PR  
 Honolulu, HI  
 Houston, TX  
 Indianapolis, IN  
 Kansas City, MO  
 Las Vegas, NV  
 Los Angeles, CA  
 Miami, FL  
 Milwaukee, WI  
 Minneapolis, MN  
 Nashville, TN  
 New Haven, CT  
 New Orleans, LA  
 New York, NY  
 Newark, NJ  
 Philadelphia, PA  
 Pittsburgh, PA  
 St. Louis, MO  
 San Francisco, CA  
 Seattle, WA  
 Tampa, FL  
 Washington, DC

Consult local telephone directory listings under United States Government, Labor Department, Office of Labor-Management Standards, for the address and phone number of your nearest field office.



## FORM LM-3 CHECKLIST

To help ensure that you completed Form LM-3 properly, please take time to review your organization's report and answer these questions before mailing it to the Office of Labor-Management Standards.

### ***Did you:***

- Make sure that the address label is affixed to the completed Form LM-3 being sent to the Office of Labor-Management Standards (and that Items 4 through 8 are completed if address label information is incorrect)?
- Enter your labor organization's 6-digit file number in Item 1 and at the top of pages 2 through 4?
- Report a time period of no more than one year in Item 2?
- Complete all financial items, entering "0" where appropriate?
- Make sure that all persons who held office at any time during the reporting period are listed in Item 24 even if they did not receive a salary or other payments from your organization?
- Check your addition and subtraction for Item 24 and for Statements A and B?
- Report all amounts in dollars only? Cents must be rounded to the nearest dollar.
- Provide an explanation in Item 56 for all items requiring additional information?
- Use the continuation pages provided for Item 24 if necessary?
- Attach any necessary additional pages? If so, is the name of your organization, its 6-digit file number, and the ending date of the reporting period clearly printed at the top of each page and is the item number to which the information applies provided?
- Make sure that all entries are legible with only one number or capital letter entered in each box when required?
- Sign the completed Form LM-3 being sent to the Office of Labor-Management Standards? Original signatures are required in Items 57 and 58.
- Keep a copy of your completed Form LM-3 for your organization's records?
- FILE ON TIME?** Form LM-3 must be filed within 90 days after the end of your organization's fiscal year. For example, if your organization's

#### **fiscal year ends**

December 31  
March 31  
June 30  
September 30

#### **you must file by**

March 31  
June 29  
September 28  
December 29