

My Local's Compliance Calendar

ST100 Capstone Exercise · Secretary-Treasurer Training

Fill this in for your own Local. The two dates that make it real are your Local's fiscal year end and your bond renewal date — confirm both with the International Secretary-Treasurer's office. Type into the shaded fields, or print this page and complete it by hand.

1. Your Local's Key Facts

Local/Guild #: Meeting schedule:

Local fiscal year end: LM report due (FYE + 90 days):

LM form (by annual receipts): ☐ LM-2 (≥ \$250k / trusteeship) ☐ LM-3 (\$10k–\$249,999) ☐ LM-4 (< \$10k)

Bond renewal date (verify):

Next Convention Constitution-update deadline (if any):

2. My Compliance Calendar

Frequency	Task	My due date / reminder
Monthly (by 15th)	Complete the workbook: Form 26 + Monthly Financial Statement + Form 27; remit via ACH	
Monthly	Bring the financial statement to the Local's next meeting	
Quarterly	Trustees' review of the books + written report	
Annual	Annual audit (CPA) or year-end Trustee report	
Annual	DOL LM report to OLMS (form checked above)	
Annual	Officers' Questionnaire refresh	
Every Oct 1	Switch to the new per-capita / SBDF rates & workbook	
Every 3 years	Bond renewal (verify date with International)	
Post-Convention	Update Local Constitution (within 6-month window)	

• **Verify with the International ST's office:** your Local's fiscal year end (drives the LM date) and your bond renewal date.

This worksheet supports OPEIU Secretary-Treasurer training and is not legal advice. Per-capita/SBDF rates change every October 1 — always use the current workbook. For federal-law (LMRDA/DOL) or Local-specific questions, contact the International ST's office or qualified counsel.



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