


Glass, Molders, Pottery, Plastics & Allied Workers
International Union
(AFL-CIO, CLC)

Bruce R. Smith
International President

Claude Beaudin
International Secretary-Treasurer

To All Local Union Financial Secretaries
RE: Fiscal Year Annual Reporting

Greetings,

As all of you know, we are quickly approaching the end of the current fiscal year and time for Local Union Annual Financial Reports. This year, there will be an additional Local Union Annual Financial Report required for the two remaining calendar months of 2017 in order to have the same fiscal period once we merge with the USW in 2018.

You will receive the regular package for the Local Union Annual Financial Report covering the fiscal year ending October 31, 2017 on or about October 15, 2017. The completed report is due as soon as possible after October 31, 2017. The DOL's LM report for this period is due by January 29, 2018.

You will then receive a second package on or about December 11, 2017 for the second required Financial Report covering the two remaining months of 2017 (November and December 2017). This completed report will be due as soon as possible once the prior report and agency returns have been completed. The DOL's LM report is due for this period by March 31, 2018.

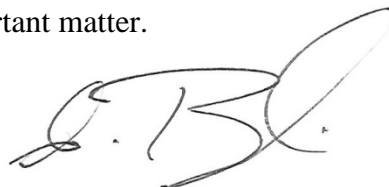
It is imperative that these two reports be done in a timely fashion and are returned to the Media office as soon as they are completed.

Attached is a timeline with the requirements that can be used as a reminder.

Should you require any assistance do not hesitate to call the Media office at 610-565-5051 and speak with Sharon Orlando at extension 4957. You may also speak with your Service Officer directly with any questions.

Thank you for your cooperation in this very important matter.

In solidarity,



Claude Beaudin
Secretary-Treasurer
GMP International Union

TIMELINE

10/15/17 – You should receive package #1 (November 1st, 2016 – October 31, 2017)

10/31/17 – End of GMP fiscal year

Early November, 2017 – Receipt of bank statements needed for report completion and required audit completion.

Mid-November on – Local Union to mail completed report package for fiscal year 10/31/17 to International accounting office.

- FY 2017 Reports mailed to GMP Headquarters

12/11/17 – You should receive package #2 (November 1, 2017 – December 31, 2017)

12/31/17 – End of short fiscal period

Early January, 2018 - Receipt of bank statements needed for report completion and required audit completion.

Mid-January on – Local Union to mail completed report package for short fiscal period ending 12/31/17 to International accounting office.

- November & December 2017 Reports mailed to GMP Headquarters

1/29/18 – Due date for US DOL LM report for fiscal year 10/31/17

- US Department of Labor LM report completed

3/15/18 – Due date for IRS 990 returns for fiscal year 10/31/17

- IRS 990 report completed

3/31/18 – Due date for US DOL LM report for period ending 12/31/17

- US Department of Labor LM report completed

5/15/18 – Due date for IRS 990 returns for period ending 12/31/17

- IRS 990 report completed