

621—8.2(20) Annual report.

8.2(1) *When filed.* Before an employee organization may be certified as the exclusive representative of a bargaining unit, the employee organization shall have filed an annual report with the board. Such reports shall be filed within 90 days of the conclusion of each fiscal year of the employee organization. The first annual report filed by an employee organization may be filed concurrently with an election petition and shall reflect the last completed fiscal year of the organization or, in the case of a new organization, the last completed quarter or quarters of the current fiscal year.

8.2(2) *Form and content.* The annual report shall be in a form prescribed by the board and shall contain:

a. The names, addresses and telephone numbers of the organization, any parent organization or organizations with which it is affiliated, the principal officers and all representatives.

b. The name, address and telephone number of its local agent for service of process.

c. A general description of the public employees the organization represents or seeks to represent.

d. The amounts of the initiation fee and monthly dues members must pay.

e. A pledge, in a form prescribed by the board, that the organization will comply with the laws of the state and that it will accept members without regard to age, race, sex, religion, national origin or physical disability, as provided by law.

f. A financial report and audit. The financial report shall contain, at a minimum, the following information: cash balance from the previous year; a listing of sources and amounts of income; an identified listing of disbursements; and a closing balance. The audit shall consist of a statement that the financial report has been reviewed and found to be true and accurate. The audit must be signed by an auditing committee or a person or persons who hold no other office in the employee organization and who did not prepare the financial report.