

Instructions for the Filing of Annual Reports for Labor Organizations

Annual Reports - [Connecticut General Statute 31-77](#)

Section 31-77 of the Connecticut General Statutes requires certain labor organizations to file a written annual report with the Labor Commissioner, and to make such report available to its membership.

Which labor organizations must file an annual report?

Each labor organization functioning in Connecticut with twenty-five or more members in any calendar or fiscal year must file an annual report. However, labor organizations subject to the provisions of the Labor-Management Reporting and Disclosure Act of 1959 (Public Law 86-267) are exempt from the requirement to file an annual report.

Labor organization means “any organization or association or any agency or employee representation committee or plan which exists for the purpose, in whole or part, of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment or conditions of work, or any federation or council located in this state representing any group of such labor organizations.”

What information must be included in an annual report?

Annual reports must be filed in either the form required by Public Law 86-267 (annual financial reports required under the Labor Management Reporting and Disclosure Act) or the Internal Revenue Code. You must include the attached form when filing the Annual reports.

When must the annual report be filed?

Reports must be filed annually within three months after the end of the calendar or fiscal year the labor organization used as the basis for such report.

Who must file the annual report?

The annual report must be filed and transmitted by the treasurer or other chief financial officer of such labor organization. Furthermore, the annual report must be verified by the oath of the treasurer or other chief financial officer filing such report.

Are reports accessible by the public?

No. Reports are not open to public inspection, although labor organization members may request to examine the report of the labor organization of which they are a member. In addition to filing the report annually with the Department of Labor, labor organizations must deliver copies of the report to individual members of the labor organization at a regular or special meeting at which the report is presented, and shall make the report available to members during the year following the year covered by the report during regular business hours at the labor organization’s office.

How do I file my annual report?

Labor Organizations should upload their annual reports to CTDOL’s Legal Division here: <https://ctdol.jotform.com/261025057884055>.

What happens if a labor organization does not file their annual report?

Labor organizations who fail to file the annual report shall pay a penalty to the state of \$25.00 for each annual failure.

Who can I contact for questions regarding Section 31-77?

Individuals with questions can contact the Legal Division at (860) 263-6755 or DOL.CTUnionReports@ct.gov.