***ИНФОРМАЦИЯ О ПРОФСОЮЗНОЙ ОРГАНИЗАЦИИ***

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(наименование организации)

1. **Адрес:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. **ИНН** **КПП** **ОГРН**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. **Телефон** **факс** **e-mail**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. **Ф.И.О. председателя** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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5. **Ф.И.О. казначея (бухгалтера)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**тел.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. **Расчетный счет №** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**в** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**кор.счет** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**БИК** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***ИНФОРМАЦИЯ О ВЫШЕСТОЯЩИХ ОРГАНИЗАЦИЯХ ПРОФСОЮЗА***

**Центральный комитет Профсоюза работников здравоохранения РФ 119119, Москва, Ленинский проспект 42**

**Факс: (495)938-81-34, тел. (495)938-84-43**

**E-mail: ckprz@mail.ru web-сайт: www.przrf.ru**

**Комитет Республиканской организация Башкортостана**

**Профсоюза работников здравоохранения РФ**

**450008, Уфа, ул. Кирова 1, офис 440**

**Телефон/факс: (347)273-17-32**

**E-mail: robprzrf@mail.ru web-сайт: www.robprzrf.ru**

**Комитет городской (районной) организации**

**Профсоюза работников здравоохранения РФ**

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**СОСТАВ ПРОФСОЮЗНОГО КОМИТЕТА**

**Избран « » 20 г.**

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| №  п.п | Фамилия, имя отчество | Дата  рожд. | Занимаемая должность, отделение, тел.: раб., дом. | Какой комиссией руководит |
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**УЧЕТ ПОСЕЩАЕМОСТИ ЗАСЕДАНИЙ ПРОФСОЮЗНОГО КОМИТЕТА**

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| **Дата проведения**  **Ф.И.О.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**СПИСОК ПРОФСОЮЗНОГО АКТИВА**

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| №  п.п | Фамилия, имя отчество | Дата  рожд. | Занимаемая должность, отделение, тел.: раб., дом. | Какую общественную работу ведет в проф.организации |
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**УЧЕТ ПОСЕЩАЕМОСТИ ОБУЧЕНИЯ ПРОФСОЮЗНОГО АКТИВА**

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| **Дата проведения**  **Ф.И.О.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**ПЛАН РАБОТЫ ПРОФОРГАНИЗАЦИИ на 20\_\_год**

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| №  п.п. | Перечень мероприятий | Дата  проведения | Ответственный за проведение | Отметка о выполнении |
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**СМЕТА И ОТЧЕТ ПО ПРОФСОЮЗНОМУ БЮДЖЕТУ за 20\_\_-20\_\_г.г. (тыс. руб., руб.)**

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| **Наименование статей** | 20\_\_г. | | 20\_\_г. | | 20\_\_г. | | 20\_\_г. | | 20\_\_г. | |
| смета | отчет | смета | отчет | смета | отчет | смета | отчет | смета | отчет |
| **Остаток средств на начало отчетного периода** |  |  |  |  |  |  |  |  |  |  |
| **1. ДОХОДЫ** |  |  |  |  |  |  |  |  |  |  |
| 1.1. Членские профсоюзные взносы |  |  |  |  |  |  |  |  |  |  |
| 1.2. Поступления |  |  |  |  |  |  |  |  |  |  |
| 1.3. Внутрибюджетные поступления |  |  |  |  |  |  |  |  |  |  |
| 1.4. Прочие поступления |  |  |  |  |  |  |  |  |  |  |
| **ИТОГО ДОХОДЫ** |  |  |  |  |  |  |  |  |  |  |
| **2. РАСХОДЫ** |  |  |  |  |  |  |  |  |  |  |
| 2.1. Расходы на культуру |  |  |  |  |  |  |  |  |  |  |
| 2.2. Расходы на физкультуру и спорт |  |  |  |  |  |  |  |  |  |  |
| 2.3. Расходы на оздоровление |  |  |  |  |  |  |  |  |  |  |
| 2.4. Материальная помощь |  |  |  |  |  |  |  |  |  |  |
| 2.5. Проведение заседаний профкома, собраний |  |  |  |  |  |  |  |  |  |  |
| 2.6. Обучение профактива |  |  |  |  |  |  |  |  |  |  |
| 2.7. Заработная плата с начислениями |  |  |  |  |  |  |  |  |  |  |
| 2.8. Хозяйственные расходы |  |  |  |  |  |  |  |  |  |  |
| 2.9. Командировочные расходы |  |  |  |  |  |  |  |  |  |  |
| 2.10. Прочие организационные расходы |  |  |  |  |  |  |  |  |  |  |
| 2.11. Капитальные вложения, ремонт |  |  |  |  |  |  |  |  |  |  |
| 2.12. Потери и списания |  |  |  |  |  |  |  |  |  |  |
| 2.13. Внутрибюджетные перечисления |  |  |  |  |  |  |  |  |  |  |
| **ИТОГО РАСХОДЫ** |  |  |  |  |  |  |  |  |  |  |
| **Остаток средств на конец отчетного периода** |  |  |  |  |  |  |  |  |  |  |

**УЧЕТ МЕРОПРИЯТИЙ, ПРОВОДИМЫХ В ПРОФОРГАНИЗАЦИИ**

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| №  п.п. | Дата и наименование мероприятия | Какие рассмотрены вопросы | Количество  членов  профсоюза,  принявших  участие |
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**СОСТАВ КОНТРОЛЬНО-РЕВИЗИОННОЙ КОМИССИИ**

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| № | Ф.И.О. |  |
| 1. |  | Председатель |
| 2. |  | Член КРК |
| 3. |  | Член КРК |
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Контрольно-ревизионная комиссия (далее КРК) подотчетна собранию (конференции) первичной организации Профсоюза и вышестоящей контрольно-ревизионной комиссии.

Председатель КРК первичной организации Профсоюза принимает участие в работе профкома с правом совещательного голоса.

КРК обязана не реже одного раза в год проводить ревизию финансово­хозяйственной деятельности профсоюзной организации.

КРК осуществляет свою работу по утвержденному ее плану, в котором определяется периодичность заседаний, сроки и порядок проведения ревизий.

**А К Т**

**ревизии финансово-хозяйственной деятельности профсоюзной организации**

от «\_\_\_» 20\_\_г.

Ревизионной комиссией в составе \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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проведена ревизия финансово-хозяйственной деятельности профсоюзной организации \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

за период с \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ по \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**1. Исполнение сметы.**

1.1. Доходы рублей.

1.1.1. Среднемесячный размер профсоюзных взносов рублей.

1.2. Расходы по статьям:

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**2. Учет денежных средств в кассе, операции по текущему счету.**

Остаток на «01» января 20\_\_г. по кассе составляет рублей, на расчетном счете рублей.

Остаток на « » 20\_\_г. (дата проверки) в кассе рублей, на расчетном счете \_\_\_\_\_\_\_\_\_\_\_\_\_\_ рублей.

**3. Бухгалтерская отчетность (книга журнал-главная, первичные документы)**

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**4. Делопроизводство профсоюзного комитета, организационная работа**

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**5. Замечания и предложения:**

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Члены ревизионной комиссии:

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С актом ревизии ознакомлены:

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**ПРОТОКОЛ № \_\_\_\_\_**

заседания профсоюзного комитета от \_\_\_.\_\_\_\_\_\_\_\_\_\_.\_\_\_\_\_\_\_

Присутствуют:

члены профкома \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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приглашенные \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ПОВЕСТКА ДНЯ:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. СЛУШАЛИ: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ПОСТАНОВИЛИ: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Председатель \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Секретарь \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ОКАЗАНИЕ ПРАКТИЧЕСКОЙ ПОМОЩИ ЧЛЕНАМ ПРОФСОЮЗА**

**20\_\_г.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Структурное  подразделение  (профгруппа) | Материальная помощь (кол-во членов профсоюза/су мма) | Юридическая помощь (пенсионные вопросы, оплата труда и  др) | Поздравления (8 Марта, 2 3 февраля, ДМР, День пожилых людей) | Билеты (взрослые театр, концерты/ детские новогодние) | Абонементы в бассейн |  |  |
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**СТАТИСТИЧЕСКИЙ ОТЧЕТ ЗА 20\_\_-20\_\_г.г**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| №  п.п. | Наименование показателей | 20\_\_г. | 20\_\_г. | 20\_\_г. | 20\_\_г. | 20\_\_г. |
| **1.** | **Всего работающих** |  |  |  |  |  |
| 1.1. | Из них |  |  |  |  |  |
| 1.1.1. | - женщин |  |  |  |  |  |
| 1.1.2. | - молодежи до 35 лет |  |  |  |  |  |
| 1.2. | В том числе: |  |  |  |  |  |
| 1.2.1. | Врачи |  |  |  |  |  |
| 1.2.2. | Средний мед.персонал |  |  |  |  |  |
| 1.2.3. | Провизоры и фармацевты |  |  |  |  |  |
| 1.2.4. | Педагогический персонал |  |  |  |  |  |
| 1.2.5. | Младший мед.персонал |  |  |  |  |  |
| 1.2.6. | Прочие |  |  |  |  |  |
| **2.** | **Членов профсоюза среди работающих** |  |  |  |  |  |
| 2.1. | Из них |  |  |  |  |  |
| 2.1.1. | - женщин |  |  |  |  |  |
| 2.1.2. | - молодежи до 35 лет |  |  |  |  |  |
| 2.2. | В том числе: |  |  |  |  |  |
| 2.2.1. | Врачи |  |  |  |  |  |
| 2.2.2. | Средний мед.персонал |  |  |  |  |  |
| 2.2.3. | Провизоры и фармацевты |  |  |  |  |  |
| 2.2.4. | Педагогический персонал |  |  |  |  |  |
| 2.2.5. | Младший мед.персонал |  |  |  |  |  |
| 2.2.6. | Прочие |  |  |  |  |  |
| **3.** | Всего студентов медицинских  образовательных учреждений (для БГМУ и медицинских колледжей) |  |  |  |  |  |
| **4.** | Членов профсоюза среди студентов образовательных учреждений (для БГМУ и медицинских колледжей) |  |  |  |  |  |
| **5.** | Процент охвата профсоюзным членством работающих и(или) студентов мед.  образовательных учреждений |  |  |  |  |  |
| **6.** | Членов профсоюза - неработающих пенсионеров |  |  |  |  |  |
| **7.** | Всего членов профсоюза |  |  |  |  |  |
| **8.** | Впервые принятых в члены профсоюза |  |  |  |  |  |
| **9.** | Вышли из профсоюза по собственному желанию (по заявлению) |  |  |  |  |  |