



2016-17 BUDGET COVER PAGE

LONG FORM-USE IF TOTAL INCOME IS MORE THAN \$50,000

The approved BUDGET must be filed with the CSEA Statewide* Treasurer BY NOVEMBER 1, 2016.
* UNITS file with your LOCAL Treasurer.

REGION/LOCAL/UNIT#: _____ REGION/LOCAL/UNIT NAME: _____

COMPLETION OF COVER PAGE IS MANDATORY

Refer to the BUDGET INSTRUCTIONS for important information to complete the COVER PAGE, SCHEDULE (A) and SCHEDULE (B).	COPY amounts from the 2015-16 INCOME / EXPENSE REGISTERS to date	COPY amounts from last year's APPROVED BUDGET 2015-16	PROPOSE amounts (estimate by referring to amounts in columns at left)	CALCULATE and explain significant increases or decreases
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INCOME	CURRENT YTD ACTUAL 10/1/15 - /16	PRIOR BUDGET 2015-16	APPROVED BUDGET 2016-17	CHANGES <small>APPROVED BUDGET minus PRIOR BUDGET</small>
BANK INTEREST				
COLLECTIONS FOR MEMBER MEETINGS				
CSEA DELEGATE REIMBURSEMENTS				
CSEA DUES & FEES REBATES-use worksheet on SCHED (A)				
CSEA NEGOTIATION REIMBURSEMENTS				
EXPENSE REIMBURSEMENTS				
OTHER CHARGEABLE INCOME - provide detail on SCHED (A)				
<small>Subtotal CHARGEABLE Income:</small>				
NONCHARGEABLE INCOME:				
COLLECTIONS FOR MEMBER BENEFITS				
COLLECTIONS FOR SOCIAL EVENTS (Gross Income)				
OTHER NONCHARGEABLE INCOME - provide detail on SCHED (A)				
<small>Subtotal NONCHARGEABLE Income*:</small>				
<small>Subtotal CHARGEABLE Income plus Subtotal NONCHARGEABLE Income =</small> TOTAL INCOME:				

EXPENSES	CURRENT YTD ACTUAL 10/1/15 - /16	PRIOR BUDGET 2015-16	APPROVED BUDGET 2016-17	CHANGES <small>APPROVED BUDGET minus PRIOR BUDGET</small>
COMMITTEES - use worksheet on SCHED (B)				
CSEA DELEGATES MEETING				
CSEA WORKSHOPS/EDUCATION - use worksheet on SCHED (B)				
EQUIPMENT - use worksheet on SCHED (B)				
EXECUTIVE BOARD MEETINGS				
HONORARIUMS - Detail MUST be provided on SCHED (B)				
MEMBER MEETINGS				
NEGOTIATIONS EXPENSES				
OFFICERS' EXPENSE - use worksheet on SCHED (B)				
POSTAGE & SHIPPING				
PRINTING & PUBLICATIONS				
PROFESSIONAL FEES				
REGION DUES				
RENT & UTILITIES - use worksheet on SCHED (B)				
SALARY & BENEFITS - Detail MUST be provided on SCHED (C)				
SUPPLIES				
TELEPHONE / WEBSITE				
UNIT REBATES				
OTHER CHARGEABLE EXPENSES - provide detail on SCHED (A)				
<small>Subtotal CHARGEABLE Expenses:</small>				
NONCHARGEABLE EXPENSES:				
AFL-CIO EVENTS / AFSCME EVENTS				
CLUW / LCLAA / PAW EVENTS				
COALITION OF BLACK TRADE UNIONIST (CBTU) EVENTS				
NYS BLACK & PUERTO RICAN CAUCUS				
OTHER NON-CSEA EVENTS - provide detail on SCHED (A)				
MEMBER BENEFITS				
RETIREE DUES (for first year)				
SCHOLARSHIPS				
SOCIAL EVENTS (Gross Expense)				
OTHER NONCHARGEABLE EXPENSES-provide detail on SCHED (A)				
<small>Subtotal NONCHARGEABLE Expenses*:</small>				
<small>Subtotal CHARGEABLE Expenses plus Subtotal NONCHARGEABLE Expenses =</small> TOTAL EXPENSES*:				

<small>TOTAL INCOME minus TOTAL EXPENSES =</small> NET INCREASE / (NET DECREASE):				
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* **IMPORTANT:** NET NONCHARGEABLE ACTIVITY PROPOSED IN APPROVED BUDGET 2016-17 COLUMN ▲ CANNOT EXCEED 26%.

If the net NONCHARGEABLE ACTIVITY proposed EXCEEDS 0.26 (OR 26%) of TOTAL EXPENSES the APPROVED BUDGET 2016-17 column **MUST BE CORRECTED** before the 2016-17 BUDGET can be presented for approval by the Executive Board. (Refer to the Budget Instructions for information on calculating the net nonchargeable activity percentage.)

BUDGET COMMITTEE CHAIRPERSON: _____

The above 2016-17 BUDGET COVER PAGE, together with the attached

SIGNATURE: _____

SCHEDULES A, B & C, has been APPROVED by the Region/Local/Unit Executive Board at a meeting held on _____ (DATE).

PRINT NAME: _____

Attested by: _____

REGION / LOCAL / UNIT SECRETARY'S SIGNATURE



2016-17 BUDGET SCHEDULE (B)

LONG FORM-USE IF TOTAL INCOME IS MORE THAN \$50,000

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REGION/LOCAL/UNIT#: _____ REGION/LOCAL/UNIT NAME: _____

COMPLETION OF SCHEDULE (B) IS MANDATORY

COMPLETION OF THE HONORARIUMS SECTION BELOW IS REQUIRED.

The total of all honorariums listed below in the APPROVED BUDGET column **MUST EQUAL** the amount proposed on the COVER PAGE for HONORARIUMS - the budget cannot be accepted if these amounts do not agree. (If honorariums are not paid enter 'N/A').

HONORARIUMS: APPROVED BY REGION / LOCAL / UNIT EXECUTIVE BOARD ON _____ (DATE).	CURRENT YTD ACTUAL 10/1/15 - /16	PRIOR BUDGET 2015-16	APPROVED BUDGET 2016-17	CHANGES <small>APPROVED BUDGET minus PRIOR BUDGET</small>
President				
Vice President				
Secretary				
Treasurer				
Other Elected Officers - provide detail on SCHED (A)				
TOTAL: MUST ENTER ON COVER PAGE				

The establishment of any honorarium or change in the amount of an existing honorarium must have been authorized by the Local/Unit's Executive board, and a copy of the resolution submitted to the CSEA Statewide Treasurer, on or before November 1st of the year preceding an election. These changes SHALL NOT TAKE EFFECT until after the intervening election has occurred.

Use the tables below to assist in estimating the amounts to propose on the COVER PAGE for each of these expenses:

COMMITTEES:	CURRENT YTD ACTUAL 10/1/15 - /16	PRIOR BUDGET 2015-16	APPROVED BUDGET 2016-17	CHANGES <small>APPROVED BUDGET minus PRIOR BUDGET</small>
Audit / Budget				
Election				
Health & Safety				
Membership				
Political & Legislative Action				
Other Appointed Committees - provide detail on SCHED (A)				
TOTAL: MUST ENTER ON COVER PAGE				

CSEA WORKSHOPS/EDUCATION: <small>(DO NOT INCLUDE CSEA DELEGATE CONVENTION COSTS)</small>	CURRENT YTD ACTUAL 10/1/15 - /16	PRIOR BUDGET 2015-16	APPROVED BUDGET 2016-17	CHANGES <small>APPROVED BUDGET minus PRIOR BUDGET</small>
CSEA Region Conferences / Meetings				
CSEA Safety & Health Workshop				
CSEA Statewide Women's Conference				
Other CSEA Events - provide detail on SCHED (A)				
TOTAL: MUST ENTER ON COVER PAGE				

OFFICERS' EXPENSE:	CURRENT YTD ACTUAL 10/1/15 - /16	PRIOR BUDGET 2015-16	APPROVED BUDGET 2016-17	CHANGES <small>APPROVED BUDGET minus PRIOR BUDGET</small>
President				
Vice President				
Secretary				
Treasurer				
Other Elected Officers - provide detail on SCHED (A)				
TOTAL: MUST ENTER ON COVER PAGE				

RENT & UTILITIES:	CURRENT YTD ACTUAL 10/1/15 - /16	PRIOR BUDGET 2015-16	APPROVED BUDGET 2016-17	CHANGES <small>APPROVED BUDGET minus PRIOR BUDGET</small>
Electricity				
Heat				
Rent				
Other - provide detail on SCHED (A)				
TOTAL: MUST ENTER ON COVER PAGE				

EQUIPMENT: PURCHASED and/or LEASED <small>(INCLUDE MAINTENANCE COSTS)</small> <small>(Provide descriptions on lines below and use SCHED A if more space needed.)</small>	CURRENT YTD ACTUAL 10/1/15 - /16	PRIOR BUDGET 2015-16	APPROVED BUDGET 2016-17	CHANGES <small>APPROVED BUDGET minus PRIOR BUDGET</small>
TOTAL: MUST ENTER ON COVER PAGE				

