



2017-18 BUDGET COVER PAGE

The approved BUDGET must be filed with the CSEA Statewide* Treasurer **BY NOVEMBER 1, 2017**

* UNITS file with your LOCAL Treasurer.

LOCAL/UNIT #: _____ 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 2016-17 INCOME / EXPENSE REGISTERS (to date)	COPY AMOUNTS FROM APPROVED 2016-17 BUDGET	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 10/1/16 - /17	PRIOR BUDGET 2016-17	APPROVED BUDGET 2017-18	CHANGES APPROVED BUDGET minus PRIOR BUDGET
BANK INTEREST				
COLLECTIONS FOR MEMBER MEETINGS				
CSEA DELEGATE REIMBURSEMENTS				
CSEA DUES & AGENCY SHOP REBATES-use worksheet on SCHED (A)				
CSEA NEGOTIATION REIMBURSEMENTS				
EXPENSE REIMBURSEMENTS				
OTHER CHARGEABLE INCOME - provide detail on SCHED (A)				
Subtotal CHARGEABLE Income:				
NONCHARGEABLE INCOME:				
COLLECTIONS FOR MEMBER BENEFITS				
COLLECTIONS FOR SOCIAL EVENTS (Gross Income)				
OTHER NONCHARGEABLE INCOME - provide detail on SCHED (A)				
Subtotal NONCHARGEABLE Income*:				
Subtotal CHARGEABLE Income plus Subtotal NONCHARGEABLE Income = TOTAL INCOME:				

EXPENSES	CURRENT YTD ACTUAL 10/1/16 - /17	PRIOR BUDGET 2016-17	APPROVED BUDGET 2017-18	CHANGES APPROVED 2017-18 Budget minus PRIOR Year 2016-17 BUDGET
COMMITTEES - use worksheet on SCHED (B)				
CSEA DELEGATES CONVENTION				
CSEA WORKSHOPS/EDUCATION - 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)				
REGION DUES				
SUPPLIES / POSTAGE / PRINTING				
TELEPHONE / WEBSITE				
OTHER CHARGEABLE EXPENSES - provide detail on SCHED (A)				
Subtotal CHARGEABLE Expenses:				
NONCHARGEABLE EXPENSES:				
MEMBER BENEFITS				
RETIREE DUES (for first year)				
SCHOLARSHIPS				
SOCIAL EVENTS (Gross Expense)				
OTHER NONCHARGEABLE EXPENSES-provide detail on SCHED (A)				
Subtotal NONCHARGEABLE Expenses*:				
Subtotal CHARGEABLE Expenses plus Subtotal NONCHARGEABLE Expenses = TOTAL EXPENSES*:				

TOTAL INCOME minus TOTAL EXPENSES = Enter Col 3 Net Budget on Sched A Est. Funds Worksheet				
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*** IMPORTANT: NET NONCHARGEABLE ACTIVITY PROPOSED IN APPROVED 2016-17 BUDGET COLUMN ▲ CANNOT EXCEED 25%.**

If the net NONCHARGEABLE ACTIVITY proposed EXCEEDS 0.25 (OR 25%) of TOTAL EXPENSES the APPROVED 2017-18 BUDGET column **MUST BE CORRECTED** before the 2016-17 BUDGET can be presented for approval by the Local / Unit Executive Board.

(Refer to the Budget Instructions for information on calculating the net nonchargeable activity percentage.)

BUDGET COMMITTEE CHAIRPERSON: _____

SIGNATURE: _____

PRINT NAME: _____

The above 2017-18 BUDGET COVER PAGE, together with the attached SCHEDULES A & B (attached) has been APPROVED by the Local / Unit Executive Board at a meeting held on _____ (DATE).

Attested by: _____
LOCAL / UNIT SECRETARY'S SIGNATURE



2017-18 BUDGET SCHEDULE (A)

The approved BUDGET must be filed with the CSEA Statewide* Treasurer **BY NOVEMBER 1, 2017.**
* UNITS file with your LOCAL Treasurer.

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

COMPLETION OF SCHEDULE (A) IS **MANDATORY**

CSEA DUES & AGENCY SHOP REBATES WORKSHEET

Estimate Proposed Rebate income for 2017-18 by calculating Total Rebates Received during the past Fiscal Year. Enter Adjusted Amount in the APPROVED BUDGET 2017-18 column on the COVER PAGE.

2016 FINAL REBATE		\$ _____
2017 ADVANCE REBATE	+	\$ _____
TOTAL REBATES RECEIVED IN PAST FISCAL YEAR *	=	\$ _____

ROUND the TOTAL REBATES RECEIVED amount DOWN to the nearest thousand and enter that amount here and on the COVER PAGE in the APPROVED BUDGET column:

PROPOSED CSEA DUES & AGENCY SHOP REBATES \$

For example: If the TOTAL REBATES RECEIVED calculated above is \$33,918 round it down to \$33,000.

*The Total Annual Rebate is normally issued in two approximately equal parts: an Advance and a Final payment. If the 2016 Advance was not paid, then the 2016 Final will reflect the Total Annual Rebate and this amount alone should be used to estimate the Proposed Rebate amount. If the 2017 Advance was not paid, substitute the 2016 Advance to estimate the Total Annual Rebate.

ESTIMATED FUNDS as of 9/30/28 WORKSHEET

Estimate funds as of 9/30/2018 by adding the "NET" APPROVED 2017-18 BUDGET to CURRENT BANK BALANCE
If the result is less than \$0.00 the APPROVED BUDGET 2017-18 MUST BE ADJUSTED.

Enter TOTAL of all Bank Accounts as of ____/____/2017 : \$ _____

Copy TOTAL INCOME minus TOTAL EXPENSES
from COVER PAGE under APPROVED BUDGET column: + \$ _____

ESTIMATED FUNDS AT 9/30/2018: = \$ _____ Cannot be less than \$0.00

If Estimated Funds as of 9/30/28 are less than \$0.00, the Approved 2017-18 Budget must be adjusted.

Use the space below to provide **REQUIRED EXPLANATIONS** as indicated:

APPROVED 2017-18 BUDGET : OTHER INCOME / OTHER EXPENSES

If there are amounts **PROPOSED** on the OTHER CHARGEABLE INCOME, OTHER NONCHARGEABLE INCOME, OTHER CHARGEABLE EXPENSES, and/or OTHER NONCHARGEABLE EXPENSES lines on the COVER PAGE or on the Other Elected Officers under HONORARIUMS on SCHEDULE (B) you **MUST PROVIDE EXPLANATIONS OF THESE AMOUNTS BELOW.**

CHANGES

PROVIDE EXPLANATIONS BELOW for Notable Differences between the APPROVED Budget column and the PRIOR BUDGET Column. Also consider Notable differences between APPROVED BUDGET and CURRENT YTD ACTUAL.

ADDITIONAL INFORMATION

Use the space below to provide any additional information for the APPROVED BUDGET column.



2017-18 BUDGET SCHEDULE (B)

The approved BUDGET must be filed with the CSEA Statewide* Treasurer **BY NOVEMBER 1, 2017.**
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LOCAL/UNIT #: _____ 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 2017-18 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 LOCAL / UNIT EXECUTIVE BOARD ON _____ (DATE).	CURRENT YTD ACTUAL 10/1/16 - /17	PRIOR BUDGET 2016-17	APPROVED BUDGET 2017-18	CHANGES <small>APPROVED BUDGET minus PRIOR BUDGET</small>
President				
Vice President				
Secretary				
Treasurer				
Other Elected Officers - provide detail on SCHED (A)				
TOTAL: <u>MUST ENTER ON COVER PAGE</u>				

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 10/1/16 - /17	PRIOR BUDGET 2016-17	APPROVED BUDGET 2017-18	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: <u>MUST ENTER ON COVER PAGE</u>				

CSEA WORKSHOPS/EDUCATION: <small>(DO NOT INCLUDE CSEA DELEGATE CONVENTION COSTS)</small>	CURRENT YTD ACTUAL 10/1/16 - /17	PRIOR BUDGET 2016-17	APPROVED BUDGET 2017-18	CHANGES <small>APPROVED BUDGET minus PRIOR BUDGET</small>
CSEA Region Conferences / Meetings				
CSEA Safety & Health Workshop				
CSEA Spring Workshop				
CSEA Statewide Women's Conference				
Other CSEA Events - provide detail on SCHED (A)				
TOTAL: <u>MUST ENTER ON COVER PAGE</u>				

OFFICERS' EXPENSE:	CURRENT YTD ACTUAL 10/1/16 - /17	PRIOR BUDGET 2016-17	APPROVED BUDGET 2017-18	CHANGES <small>APPROVED BUDGET minus PRIOR BUDGET</small>
President				
Vice President				
Secretary				
Treasurer				
Other Elected Officers - provide detail on SCHED (A)				
TOTAL: <u>MUST ENTER ON COVER PAGE</u>				