



2023-24 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, 2023.**

* 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).	Year-to-date INCOME AND EXPENSES	LAST YEAR'S APPROVED BUDGET	PROPOSED Budget (refer to amounts in columns at left)	CALCULATE and explain significant increases or decreases
INCOME	CURRENT YTD ACTUAL as of _____ 2023	PRIOR BUDGET 2022-23	APPROVED BUDGET 2023-24	CHANGES <small>APPROVED BUDGET minus PRIOR BUDGET</small>
BANK INTEREST				
COLLECTIONS FOR MEMBER MEETINGS				
CSEA DELEGATE REIMBURSEMENTS				
CSEA DUES 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 as of _____ 2023	PRIOR BUDGET 2022-23	APPROVED BUDGET 2023-24	CHANGES <small>APPROVED BUDGET minus PRIOR BUDGET</small>
BANK FEES				
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				
RENT & UTILITIES - use worksheet on SCHED (B)				
SALARY & BENEFITS - Detail MUST be provided on SCHED (C)				
SUPPLIES				
TELEPHONE / WEBSITE				
UNIT REBATES / UP EXPENSES				
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*:				

TOTAL BUDGETED INCOME minus TOTAL BUDGETED EXPENSES:

If less than \$0 fill out Sched A, 2023-24 Total Funds Available Worksheet

* **IMPORTANT:** NET NONCHARGEABLE ACTIVITY PROPOSED IN APPROVED BUDGET 2023-24 COLUMN ▲ CANNOT EXCEED 30%.

If the net NONCHARGEABLE ACTIVITY proposed EXCEEDS 0.30 (OR 30%) of TOTAL EXPENSES the APPROVED BUDGET 2023-24 column **MUST BE CORRECTED** before the 2023-24 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 2023-24 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



2023-24 BUDGET

SCHEDULE (A)

WORKSHEETS AND ADDITIONAL INFO

The approved BUDGET must be filed with the CSEA Statewide* Treasurer BY NOVEMBER 1, 2023.

* UNITS file with your LOCAL Treasurer.

COMPLETION OF SCHEDULE (A) IS MANDATORY

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

CSEA DUES REBATE INCOME WORKSHEET

Estimate Normal Annual Rebate Income by adding the 2022 Final Rebate to the 2023 Advance Rebate*

2022 FINAL REBATE

PLUS 2023 ADVANCE REBATE

EQUALS ANNUAL REBATES RECEIVED

**If you did not receive any rebates in 2022-23, or did not receive the 2022 or 2023 Advances, please refer to CSEA's Budget Instructions to determine normal annual rebate income.*

ROUND the TOTAL REBATES RECEIVED amount DOWN to the nearest thousand

APPROVED BUDGET REBATE INCOME

Enter this amount on the Cover Page, Approved Budget Column: Dues Rebate Income

2023-24 TOTAL FUNDS AVAILABLE WORKSHEET

Total of All Bank Accounts as of Sep 30, 2023

\$

PLUS Approved Budget Total Income

+

MINUS Approved Budget Total Expenses

-

EQUALS TOTAL FUNDS AVAILABLE

=

\$

Cannot be less than \$0.00

If Estimated Funds Available are less than \$0.00, the Approved 2023-24 Budget must be adjusted.

NON-CHARGEABLE WORKSHEET

Approved Budget

Approved Budget

Approved Budget

N/C Expenses

minus

N/C Income

Net N/C Expense

Nonchargeable %

-

=

=

Divided by Total Expenses →

N/C Percentage cannot exceed 30 % for the 2023 - 2024 Fiscal Year

EXPLANATION OF OTHER INCOME / OTHER EXPENSES

Provide Description of any Approved Budget Items under the following categories: OTHER Chargeable Income, OTHER Nonchargeable Income, Other Chargeable Expense and Other Nonchargeable Expenses, and Sched B - Honorariums: OTHER Officers.

CHANGES AND ADDITIONAL INFORMATION

Describe Notable Changes to Current Budget and any additional information.



2023-24 BUDGET SCHEDULE (B)

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, 2023**

* UNITS file with your LOCAL Treasurer.

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 as of _____ 2023	PRIOR BUDGET 2022-23	APPROVED BUDGET 2023-2024	CHANGES APPROVED BUDGET minus PRIOR BUDGET
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 as of _____ 2023	PRIOR BUDGET 2022-23	APPROVED BUDGET 2023-2024	CHANGES APPROVED BUDGET minus PRIOR BUDGET
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: (DO NOT INCLUDE CSEA DELEGATE CONVENTION COSTS)	CURRENT YTD ACTUAL as of _____ 2023	PRIOR BUDGET 2022-23	APPROVED BUDGET 2023-2024	CHANGES APPROVED BUDGET minus PRIOR BUDGET
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 as of _____ 2023	PRIOR BUDGET 2022-23	APPROVED BUDGET 2023-2024	CHANGES APPROVED BUDGET minus PRIOR BUDGET
President				
Vice President				
Secretary				
Treasurer				
Other Elected Officers - provide detail on SCHED (A)				
TOTAL: MUST ENTER ON COVER PAGE				

RENT & UTILITIES:	CURRENT YTD ACTUAL as of _____ 2023	PRIOR BUDGET 2022-23	APPROVED BUDGET 2023-2024	CHANGES APPROVED BUDGET minus PRIOR BUDGET
Electricity				
Heat				
Rent				
Other - provide detail on SCHED (A)				
TOTAL: MUST ENTER ON COVER PAGE				

EQUIPMENT: PURCHASED and/or LEASED (INCLUDE MAINTENANCE COSTS) (Provide descriptions on lines below and use SCHED A if more space needed).	CURRENT YTD ACTUAL as of _____ 2023	PRIOR BUDGET 2022-23	APPROVED BUDGET 2023-2024	CHANGES APPROVED BUDGET minus PRIOR BUDGET
TOTAL: MUST ENTER ON COVER PAGE				



2023-24 ANNUAL BUDGET

SCHEDULE (C)

LONG FORM - USE IF LOCAL/UNIT HAS EMPLOYEES

The approved BUDGET must be filed with the CSEA Statewide* Treasurer BY NOVEMBER 1, 2023.
* UNITS file with your LOCAL Treasurer.

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

COMPLETION OF SCHEDULE (C) IS MANDATORY FOR A LOCAL/UNIT WITH EMPLOYEES - IF NOT APPLICABLE WRITE 'N/A' ACROSS FORM.

2023-24 SALARIES, BENEFITS AND PAYROLL TAXES

Local / Unit IRS EIN: _____

Local / Unit State Unemployment ID Number: _____

APPROVED BUDGET 2023-24:	NAME:	NAME:	NAME:	NAME:	NAME:	NAME:	TOTALS:
	TITLE:	TITLE:	TITLE:	TITLE:	TITLE:	TITLE:	
Salary							
Social Security							
Federal Unemployment							
State Unemployment							
Workers' Compensation							
Disability							
Health Insurance							
Retirement							
TOTALS:							

NOTE: If you have more than SIX employees, please attach additional sheets.

The GRAND TOTAL must equal the SALARY & BENEFITS line on the APPROVED BUDGET column on the COVER PAGE.

ADDITIONAL COMMENTS OR INFORMATION



2022-23 FINANCIAL REPORT

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

For Fiscal Year Ended: **September 30, 2023**

The FINANCIAL REPORT must be filed with the CSEA Statewide* Treasurer **BY JANUARY 1, 2024.**
*UNITS file with your LOCAL Treasurer.

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

Refer to the FINANCIAL REPORT INSTRUCTIONS (on reverse side) for guidance to complete this report.

OPENING BALANCE (ALL bank accounts) AS OF 10/1/2022:

Must be the same as CLOSING BALANCE at 9/30/2022 reported on the 2021-22 FINANCIAL REPORT.

		19 & 22(A) 25(A) 27(A)
ALL INCOME RECEIVED DURING FISCAL YEAR	BANK INTEREST	4
	COLLECTIONS FOR MEMBER MEETINGS	2
	CSEA DELEGATE REIMBURSEMENTS	2
	CSEA DUES & FEES REBATES	3
	CSEA NEGOTIATION REIMBURSEMENTS	2
	EXPENSE REIMBURSEMENTS	8
	OTHER CHARGEABLE INCOME - attach detail	8
	Subtotal CHARGEABLE Income:	
	NONCHARGEABLE INCOME:	
	COLLECTIONS FOR MEMBER BENEFITS	8
	COLLECTIONS FOR SOCIAL EVENTS (Gross Income)	8
	OTHER NONCHARGEABLE INCOME - attach detail	8
	Subtotal NONCHARGEABLE Income:	
	Subtotal CHARGEABLE Income plus Subtotal NONCHARGEABLE Income = TOTAL INCOME:	9

Enter the amounts onto the corresponding Form 990-EZ lines (shown in this right-most column) for the 2021 IRS Form 990-EZ.

IMPORTANT: A FORM 990, 990-EZ or 990-N MUST BE FILED WITH THE IRS BY FEBRUARY 15, 2024. If TOTAL INCOME is normally equal to or less than \$50,000 an e-Postcard Form 990-N can be filed. If TOTAL INCOME is normally more than \$50,000 a Form 990-EZ or 990 MUST be filed instead.

ALL EXPENSES INCURRED DURING FISCAL YEAR	BANK FEES	16
	COMMITTEES	16
	CSEA DELEGATES MEETING	16
	CSEA WORKSHOPS/EDUCATION	16
	EQUIPMENT	16
	EXECUTIVE BOARD MEETINGS	12
	HONORARIUMS	16
	MEMBER MEETINGS	16
	NEGOTIATIONS EXPENSES	16
	OFFICERS' EXPENSE	15
	POSTAGE & SHIPPING	15
	PRINTING & PUBLICATIONS	13
	PROFESSIONAL FEES	16
	RENT & UTILITIES	14
	SALARY & BENEFITS	12
	SUPPLIES	16
	TELEPHONE / WEBSITE	16
	UNIT REBATES	16
	OTHER CHARGEABLE EXPENSES - attach detail	16
	Subtotal CHARGEABLE Expenses:	
	NONCHARGEABLE EXPENSES:	
	AFL-CIO EVENTS / AFSCME EVENTS	16
	CLUW / LCLAA / PAW EVENTS	16
	COALITION OF BLACK TRADE UNIONIST (CBTU) EVENTS	16
	NYS BLACK & PUERTO RICAN CAUCUS	16
	OTHER NON-CSEA EVENTS - attach detail	16
	MEMBER BENEFITS	11
	RETIREE DUES (for first year)	12
SCHOLARSHIPS	10	
SOCIAL EVENTS (Gross Expense)	16	
OTHER NONCHARGEABLE EXPENSES - attach detail	16	
Subtotal NONCHARGEABLE Expenses:		
Subtotal CHARGEABLE Expenses plus Subtotal NONCHARGEABLE Expenses = TOTAL EXPENSES:	17	

CLOSING BALANCE (ALL bank accounts) AS OF 9/30/2023:

Must equal the OPENING BALANCE plus TOTAL INCOME minus TOTAL EXPENSES.

Attach the reconciled SEPTEMBER 30, 2023 bank statement(s) of all bank accounts to confirm the closing balance reported above.

IMPORTANT: Nonchargeable activity cannot exceed the amount published annually by the CSEA Statewide Treasurer. For the 2022-23 fiscal year, the maximum that could be spent on nonchargeable activity was 30% of total expenses. **A detailed explanation must be provided** if 'Subtotal NONCHARGEABLE Expenses' minus 'Subtotal NONCHARGEABLE Income' divided by 'TOTAL EXPENSES' reported above exceeds 0.30 (or 30%) and CSEA will advise of further actions.

The above Report prepared by and attested to by: _____ AND _____
SIGNATURES ARE REQUIRED REGION / LOCAL / UNIT PRESIDENT'S SIGNATURE / DATE REGION / LOCAL / UNIT TREASURER'S SIGNATURE / DATE



2022-23 AUDIT REPORT

FOR USE BY ALL CSEA REGIONS / LOCALS / UNITS

For Fiscal Year Ended: **September 30, 2023**

The AUDIT REPORT must be filed with the CSEA Statewide* Treasurer by **JANUARY 1, 2024.**

*UNITS file with your LOCAL Treasurer.

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

ONLY APPOINTED MEMBERS OF THE AUDIT COMMITTEE MAY COMPLETE THIS REPORT.

Refer to the AUDIT COMMITTEE GUIDE located in the *CSEA FINANCIAL STANDARDS CODE* **prior** to conducting the audit and completing this report. Additional guidance can be found on the reverse side of this report.

I - PROCEDURES: Conduct each procedure and enter the percentage of records audited for each. Refer to the example provided below for additional guidance.	PERCENT (%) AUDITED:
1. Reviewed monthly bank statements and reconciliations with balances reported.	
2. Compared deposits on bank statements to deposit slips and Income Register.	
3. Compared checks issued with invoices and/or vouchers and examined cancelled checks.	
4. Compared cancelled checks (or images) to entries in check register and Expense Register.	
5. Compared accounting forms to Annual Financial Report for accuracy.	
6. Compared accounting forms to Treasurer's periodic Report(s) to Executive Board.	
7. Other reviews conducted - explain:	

EXAMPLE - When conducting procedure # 3 above, if the Audit Committee compared ALL the checks issued during the fiscal year to their corresponding invoices and/or vouchers and also examined all the checks for proper signatures and endorsements then enter 100% on line # 3. Accordingly, if about HALF of all the checks issued were compared and examined enter 50% or if only a QUARTER were reviewed then enter 25%.

II - QUESTIONNAIRE: Mark YES or NO after reviewing the Article (located in the <i>CSEA Financial Standards Code</i>) indicated for each question.	YES	NO*
1. Are the funds held in custody in accordance with Article II?		
2. Is the Treasurer maintaining the records in accordance with Article III?		
3. Is the income received, deposited and accounted for in accordance with Article IV?		
4. Are the procedures for authorizing expenses as outlined in Articles V & VI adhered to?		
5. Is the actual spending of funds done in accordance with the provisions of Article VII?		
6. Are the reports (including IRS 990x & DOL LM-3/4) being prepared as required in Article VIII?		

*** EXPLANATION(S) FOR ANY 'NO' RESPONSES ABOVE:**

III - MANDATORY REPORT: *(Provide a written statement describing the findings of the audit)*

The Audit Committee is REQUIRED to complete all three sections above and sign the report below.

The above audit was conducted in accordance with the *CSEA Financial Standards Code* Audit Committee Guide by:

_____ CHAIRPERSON'S SIGNATURE	_____ MEMBER SIGNATURE	_____ MEMBER SIGNATURE
_____ PRINT NAME	_____ PRINT NAME	_____ PRINT NAME
_____ DATE	_____ DATE	_____ DATE



REPORT TO EXECUTIVE BOARD

(FOR USE WITH CSEA LONG FORMS)

Details of income and expenses can be provided by attaching copies of INCOME and EXPENSE registers to this report.

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

Period from _____

EXPENSE registers to this report.

BALANCE AT START OF PERIOD: \$				\$
INCOME				
	CURRENT PERIOD	YEAR-TO-DATE	ANNUAL BUDGET	
BANK INTEREST	\$ _____	\$ _____	\$ _____	
COLLECTIONS FOR MEMBER MEETINGS	_____	_____	_____	
CSEA DELEGATE REIMBURSEMENTS	_____	_____	_____	
CSEA DUES REBATES	_____	_____	_____	
CSEA NEGOTIATION REIMBURSEMENTS	_____	_____	_____	
EXPENSE REIMBURSEMENTS	_____	_____	_____	
OTHER CHARGEABLE INCOME	_____	_____	_____	
Subtotal CHARGEABLE Income:	_____	_____	_____	
* NONCHARGEABLE INCOME:				
COLLECTIONS FOR MEMBER BENEFITS	_____	_____	_____	
COLLECTIONS FOR SOCIAL EVENTS (Gross Income)	_____	_____	_____	
OTHER NONCHARGEABLE INCOME (list detail)	_____	_____	_____	
Subtotal NONCHARGEABLE Income:	_____	_____	_____	
Subtotal CHARGEABLE Income plus Subtotal NONCHARGEABLE Income =				
TOTAL INCOME: \$				\$
EXPENSES				
	CURRENT PERIOD	YEAR-TO-DATE	ANNUAL BUDGET	
BANK FEES	\$ _____	\$ _____	\$ _____	
COMMITTEES	_____	_____	_____	
CSEA DELEGATES MEETING	_____	_____	_____	
CSEA WORKSHOPS/EDUCATION	_____	_____	_____	
EQUIPMENT	_____	_____	_____	
EXECUTIVE BOARD MEETINGS	_____	_____	_____	
HONORARIUMS	_____	_____	_____	
MEMBER MEETINGS	_____	_____	_____	
NEGOTIATIONS EXPENSES	_____	_____	_____	
OFFICERS' EXPENSE	_____	_____	_____	
POSTAGE & SHIPPING	_____	_____	_____	
PRINTING & PUBLICATIONS	_____	_____	_____	
PROFESSIONAL FEES	_____	_____	_____	
RENT & UTILITIES	_____	_____	_____	
SALARY & BENEFITS	_____	_____	_____	
SUPPLIES	_____	_____	_____	
TELEPHONE / WEBSITE	_____	_____	_____	
UNIT REBATES	_____	_____	_____	
OTHER CHARGEABLE EXPENSES	_____	_____	_____	
Subtotal CHARGEABLE Expenses:	_____	_____	_____	
* 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	_____	_____	_____	
MEMBER BENEFITS	_____	_____	_____	
RETIREE DUES (for first year)	_____	_____	_____	
SCHOLARSHIPS	_____	_____	_____	
SOCIAL EVENTS (Gross Expense)	_____	_____	_____	
OTHER NONCHARGEABLE EXPENSES (list detail)	_____	_____	_____	
Subtotal NONCHARGEABLE Expenses:	_____	_____	_____	
Subtotal CHARGEABLE Expenses plus Subtotal NONCHARGEABLE Expenses =				
TOTAL EXPENSES: \$				\$
BALANCE AT END OF PERIOD: \$				\$
BALANCE AT START OF PERIOD PLUS (+) TOTAL INCOME AND MINUS (-) TOTAL EXPENSES EQUALS (=) BALANCE AT END OF PERIOD.				
BALANCE AT END OF PERIOD CONSISTS OF:				
BANK	INTEREST RATE	\$	BALANCE	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
	TOTAL BALANCE:	\$	_____	
NOTES:				

TREASURER'S SIGNATURE / DATE				

* NET NONCHARGEABLES (Subtotal NONCHARGEABLE Expenses minus Subtotal NONCHARGEABLE Income divided by TOTAL EXPENSES) must not exceed the percentage published annually by the Statewide Treasurer.



INCOME REGISTER

(FOR USE WITH CSEA LONG FORMS)

Record all deposits made and interest earned on the lines below. Enter the amount in the AMOUNT column and also in the appropriate INCOME column.
At the end of the month, quarter and/or fiscal year add up each column.

REGION / LOCAL / UNIT: _____

FISCAL YEAR: _____

ACCOUNT: _____

Use separate registers for each bank account.

Row #	DATE	SOURCE AND PURPOSE OF INCOME: <small>(Where was income received from and why.)</small>	AMOUNT	CLEARED	BANK INTEREST	COLLECTIONS FOR MEMBER MEETINGS	CSEA DELEGATE REIMBURSEMENTS	CSEA DUES REBATES	CSEA NEGOTIATION REIMBURSEMENTS	EXPENSE REIMBURSEMENTS
1										
2										
3										
4										
5										
6										
7										
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36										
37										
38										
		TOTALS:								



INCOME REGISTER

(FOR USE WITH CSEA LONG FORMS)

		NON-CHARGEABLE INCOME:			FISCAL YEAR: _____		
Row #	OTHER CHARGEABLE INCOME	COLLECTIONS FOR: MEMBER BENEFITS	COLLECTIONS FOR: SOCIAL EVENTS	OTHER NON CHARGEABLE INCOME			ADDITIONAL INFORMATION
1							
2							
3							
4							
5							
6							
7							
8							
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31							
32							
33							
34							
35							
36							
37							
38							



EXPENSE REGISTER

(FOR USE WITH CSEA LONG FORMS)

Record all checks issued and bank charges incurred on the lines below.
Enter the amount in the AMOUNT column and also in the appropriate EXPENSE
column. (An amount may be split between several columns if necessary).

REGION / LOCAL / UNIT: _____

FISCAL YEAR: _____

ACCOUNT: _____

Use separate registers for each bank account.

Row #	DATE	CHECK NUMBER	PAYEE	AMOUNT	CLEARED	BANK FEES	COMMITTEES	CSEA DELEGATES MEETING	CSEA WORKSHOPS/ EDUCATION	EQUIPMENT	EXECUTIVE BOARD MEETINGS	HONORARIUMS	MEMBER MEETINGS	NEGOTIATIONS EXP	OFFICERS' EXPENSE	POSTAGE & SHIPPING	PRINTING & PUBL
1																	
2																	
3																	
4																	
5																	
6																	
7																	
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36																	
37																	
38																	
39																	
40																	
			TOTALS:														



EXPENSE REGISTER

(FOR USE WITH CSEA LONG FORMS)

FISCAL YEAR: _____

NONCHARGEABLE EXPENSES:

Row #	PROF. FEES	RENT & UTILITIES	SALARY & BENEFITS	SUPPLIES	PHONE / WEBSITE	UNIT REBATES	OTHER CHARGEABLE EXP	AFL/CIO & AFSCME EVENTS	CLUW / LCLAA / PAW	CBTU EVENTS	NYS B&PR CAUCUS	OTHER NON-CSEA EVENTS	MEMBER BENEFITS	RETIREE DUES	SCHOLARSHIPS	SOCIAL EVENTS	OTHER NONCHRG-ABLE EXP	ADDITIONAL INFORMATION
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
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