



# 2022-23 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, 2022.**

\* 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 _____ 2022	PRIOR BUDGET 2021-22	APPROVED BUDGET 2022-23	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> <b>TOTAL INCOME:</b>				

EXPENSES	CURRENT YTD ACTUAL as of _____ 2022	PRIOR BUDGET 2021-22	APPROVED BUDGET 2022-23	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 <b>MUST</b> 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 <b>MUST</b> 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> <b>TOTAL EXPENSES*:</b>				

**TOTAL BUDGETED INCOME minus TOTAL BUDGETED EXPENSES:** ➔

If less than \$0 fill out Sched A, 2022-23 Total Funds Available Worksheet

**\* IMPORTANT: NET NONCHARGEABLE ACTIVITY PROPOSED IN APPROVED BUDGET 2022-23 COLUMN ▲ CANNOT EXCEED 30%.**

**If the net NONCHARGEABLE ACTIVITY proposed EXCEEDS 0.30 (OR 30%) of TOTAL EXPENSES the APPROVED BUDGET 2022-23 column MUST BE CORRECTED before the 2022-23 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 2022-23 BUDGET COVER PAGE, together with the attached

SIGNATURE: \_\_\_\_\_

SCHEDULES A, B & C, has been APPROVED by the Region/Local/Unit

PRINT NAME: \_\_\_\_\_

Executive Board at a meeting held on \_\_\_\_\_ (DATE).

**Attested by:** \_\_\_\_\_

**REGION / LOCAL / UNIT SECRETARY'S SIGNATURE**



**2022-23 BUDGET  
SCHEDULE (A)**

WORKSHEETS AND ADDITIONAL INFO

The approved BUDGET must be filed with  
the CSEA Statewide\* Treasurer  
BY NOVEMBER 1, 2022.  
\* UNITS file with your LOCAL Treasurer.

LOCAL/UNIT #: \_\_\_\_\_ LOCAL/UNIT NAME: \_\_\_\_\_

COMPLETION OF SCHEDULE (A) IS  
MANDATORY

**CSEA DUES REBATE INCOME WORKSHEET**

Estimate Normal Annual Rebate Income by adding the 2021 Final Rebate to the 2022 Advance Rebate\*

2021 FINAL REBATE

PLUS 2022 ADVANCE REBATE +

\_\_\_\_\_

EQUALS ANNUAL REBATES RECEIVED

*\*If you did not receive any rebates in 2021-22, or did not receive the 2021 or 2022 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*

**2022-23 TOTAL FUNDS AVAILABLE WORKSHEET**

Total of All Bank Accounts as of Sep 30, 2022 \$

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 2022-23 Budget must be adjusted.*

**NON-CHARGEABLE WORKSHEET**

*From APPROVED BUDGET COLUMN 3 on COVER PAGE*

N/C Expenses minus N/C Income = Net N/C Expense = Nonchargeable %

-  =  =

Divided by Total Expenses →

*N/C Percentage cannot exceed 30 % for the 2022 - 2023 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.




# 2022-23 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, 2022**

\* 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 _____ 2022	PRIOR BUDGET 2021-22	APPROVED BUDGET 2022-2023	CHANGES APPROVED BUDGET minus PRIOR BUDGET
President				
Vice President				
Secretary				
Treasurer				
Other Elected Officers - provide detail on SCHED (A)				
<b>TOTAL: MUST ENTER ON COVER PAGE</b>				

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 _____ 2022	PRIOR BUDGET 2021-22	APPROVED BUDGET 2022-2023	CHANGES APPROVED BUDGET minus PRIOR BUDGET
Audit / Budget				
Election				
Health & Safety				
Membership				
Political & Legislative Action				
Other Appointed Committees - provide detail on SCHED (A)				
<b>TOTAL: MUST ENTER ON COVER PAGE</b>				

CSEA WORKSHOPS/EDUCATION: (DO NOT INCLUDE CSEA DELEGATE CONVENTION COSTS)	CURRENT YTD ACTUAL as of _____ 2022	PRIOR BUDGET 2021-22	APPROVED BUDGET 2022-2023	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)				
<b>TOTAL: MUST ENTER ON COVER PAGE</b>				

OFFICERS' EXPENSE:	CURRENT YTD ACTUAL as of _____ 2022	PRIOR BUDGET 2021-22	APPROVED BUDGET 2022-2023	CHANGES APPROVED BUDGET minus PRIOR BUDGET
President				
Vice President				
Secretary				
Treasurer				
Other Elected Officers - provide detail on SCHED (A)				
<b>TOTAL: MUST ENTER ON COVER PAGE</b>				

RENT & UTILITIES:	CURRENT YTD ACTUAL as of _____ 2022	PRIOR BUDGET 2021-22	APPROVED BUDGET 2022-2023	CHANGES APPROVED BUDGET minus PRIOR BUDGET
Electricity				
Heat				
Rent				
Other - provide detail on SCHED (A)				
<b>TOTAL: MUST ENTER ON COVER PAGE</b>				

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 _____ 2022	PRIOR BUDGET 2021-22	APPROVED BUDGET 2022-23	CHANGES APPROVED BUDGET minus PRIOR BUDGET
<b>TOTAL: MUST ENTER ON COVER PAGE</b>				





# 2021-22 FINANCIAL REPORT

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

For Fiscal Year Ended: **September 30, 2022**

The FINANCIAL REPORT must be filed with the CSEA Statewide\* Treasurer **BY JANUARY 1, 2023.**

\*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.

<b>OPENING BALANCE (ALL bank accounts) AS OF 10/1/2021:</b>		19 & 22(A) 25(A) 27(A)	
Must be the same as CLOSING BALANCE at 9/30/2020 reported on the 2020-21 FINANCIAL REPORT.			
<b>ALL INCOME RECEIVED DURING FISCAL YEAR</b>	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 = <b>TOTAL INCOME:</b>		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, 2023.** 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.

<b>ALL EXPENSES INCURRED DURING FISCAL YEAR</b>	COMMITTEES	16	
	CSEA DELEGATES MEETING	16	
	CSEA WORKSHOPS/EDUCATION	16	
	EQUIPMENT	16	
	EXECUTIVE BOARD MEETINGS	16	
	HONORARIUMS	12	
	MEMBER MEETINGS	16	
	NEGOTIATIONS EXPENSES	16	
	OFFICERS' EXPENSE	16	
	POSTAGE & SHIPPING	15	
	PRINTING & PUBLICATIONS	15	
	PROFESSIONAL FEES	13	
	REGION DUES	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 = <b>TOTAL EXPENSES:</b>		17	

<b>CLOSING BALANCE (ALL bank accounts) AS OF 9/30/2022:</b>	21 & 22(B) 25(B) 27(B)
Must equal the OPENING BALANCE plus TOTAL INCOME minus TOTAL EXPENSES.	

Attach the reconciled SEPTEMBER 30, 2022 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 2021-22 fiscal year, the maximum that could be spent on nonchargeable activity was 31% of total expenses. **A detailed explanation must be provided** if 'Subtotal NONCHARGEABLE Expenses' minus 'Subtotal NONCHARGEABLE Income' divided by 'TOTAL EXPENSES' reported above exceeds 0.31 (or 31%) 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



# 2021-22 AUDIT REPORT

FOR USE BY ALL CSEA REGIONS / LOCALS / UNITS

For Fiscal Year Ended: **September 30, 2022**

The AUDIT REPORT must be filed with the CSEA Statewide\* Treasurer by **JANUARY 1, 2023**.  
\*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.

<b>I - PROCEDURES:</b> Conduct each procedure and enter the percentage of records audited for each. Refer to the example provided below for additional guidance.	<b>PERCENT (%) AUDITED:</b>
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%.

<b>II - QUESTIONNAIRE:</b> Mark YES or NO after reviewing the Article (located in the CSEA Financial Standards Code) indicated for each question.	<b>YES</b>	<b>NO*</b>
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 \_\_\_\_\_ to \_\_\_\_\_

**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 =	_____	_____	_____
<b>TOTAL INCOME: \$ _____ \$ _____ \$ _____</b>			

**EXPENSES**

	CURRENT PERIOD	YEAR-TO-DATE	ANNUAL BUDGET
COMMITTEES	\$ _____	\$ _____	\$ _____
CSEA DELEGATES MEETING	_____	_____	_____
CSEA WORKSHOPS/EDUCATION	_____	_____	_____
EQUIPMENT	_____	_____	_____
EXECUTIVE BOARD MEETINGS	_____	_____	_____
HONORARIUMS	_____	_____	_____
MEMBER MEETINGS	_____	_____	_____
NEGOTIATIONS EXPENSES	_____	_____	_____
OFFICERS' EXPENSE	_____	_____	_____
POSTAGE & SHIPPING	_____	_____	_____
PRINTING & PUBLICATIONS	_____	_____	_____
PROFESSIONAL FEES	_____	_____	_____
REGION DUES	_____	_____	_____
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 =	_____	_____	_____
<b>TOTAL EXPENSES: \$ _____ \$ _____ \$ _____</b>			

**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)

LONG FORM: RPT TO EBOARD 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.  
 (An amount may be split between several columns if necessary).  
 At the end of the month, quarter and/or fiscal year add up each column.

REGION / LOCAL / UNIT: \_\_\_\_\_

FISCAL YEAR: \_\_\_\_\_

BANK ACCOUNT: \_\_\_\_\_ Use separate registers for each bank account.

Row #	DATE	SOURCE AND PURPOSE OF INCOME: (Where was income received from and why.)	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										
8										
9										
10										
11										
12										
13										
14										
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25										
26										
27										
28										
29										
30		<b>TOTALS:</b>								





# INCOME REGISTER

(FOR USE WITH CSEA LONG FORMS)

FISCAL YEAR: \_\_\_\_\_  
BANK ACCOUNT: \_\_\_\_\_

NON-CHARGEABLE INCOME:

Row #	OTHER CHARGEABLE INCOME	COLLECTIONS FOR:		OTHER NON CHARGEABLE INCOME			ADDITIONAL INFORMATION
		MEMBER BENEFITS	SOCIAL EVENTS				
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							



# 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).  
 At the end of the month, quarter and/or fiscal year add up each column.

REGION / LOCAL / UNIT: \_\_\_\_\_

FISCAL YEAR: \_\_\_\_\_

BANK ACCOUNT: \_\_\_\_\_

Use separate registers for each bank account.

Row #	DATE	CHECK NUMBER	PAYEE	AMOUNT	CLEARED	COMMIT-TEES	CSEA DELEGATES MEETING	CSEA WORKSHPS/ EDUCATION	EQUIPMENT	EXECUTIVE BOARD MEETINGS	HONOR-ARIUMS	MEMBER MEETINGS	NEGOTIA-TIONS EXP	OFFICERS' EXPENSE	POSTAGE & SHIPPING	PRINTING & PUBL	PROF. FEES
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
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20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	
30			<b>TOTALS:</b>														



# EXPENSE REGISTER

(FOR USE WITH CSEA LONG FORMS)

FISCAL YEAR: \_\_\_\_\_  
BANK ACCOUNT: \_\_\_\_\_

### NONCHARGEABLE EXPENSES:

Row #	REGION DUES	RENT & UTILITIES	SALARY & BENEFITS	SUPPLIES	PHONE / WEBSITE	UNIT REBATES	OTHER CHARGE-ABLE 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																		
10																		
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