$\qquad$ LOCAL/UNIT NAME: COMPLETION OF COVER PAGE IS MANDATORY

| Refer to the RETIREE FORM BUDGET INSTRUCTIONS for important information to complete the COVER PAGE and SCHEDULE A. | 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 |
| :---: | :---: | :---: | :---: | :---: |
|  | - | $\bigcirc$ | T | $\checkmark$ |
| INCOME | CURRENT YTD <br> ACTUAL <br> as of $\qquad$ | PRIOR BUDGET $2022-23$ | $\begin{gathered} \hline \text { APPROVED } \\ \text { BUDGET } \\ 2023-24 \\ \hline \end{gathered}$ | CHANGES <br> APPROVED BUDGET minus PRIOR BUDGET |
| BANK INTEREST |  |  |  |  |
| COLLECTIONS FOR MEMBER MEETINGS |  |  |  |  |
| CSEA DELEGATE REIMBURSEMENTS |  |  |  |  |
| CSEA DUES REBATES - use worksheet on SCHED (A) |  |  |  |  |
| EXPENSE REIMBURSEMENTS |  |  |  |  |
| COLLECTIONS FOR MEMBER BENEFITS |  |  |  |  |
| COLLECTIONS FOR SOCIAL EVENTS (Gross Income) |  |  |  |  |
| OTHER INCOME - provide detail |  |  |  |  |
| TOTAL INCOME: | 0 | 0 | 0 |  |
| EXPENSES | CURRENT YTD ACTUAL as of $\qquad$ 2023 | $\begin{gathered} \hline \text { PRIOR } \\ \text { BUDGET } \\ 2022-23 \end{gathered}$ | $\begin{gathered} \hline \text { APPROVED } \\ \text { BUDGET } \\ 2023-24 \\ \hline \end{gathered}$ | CHANGES <br> APPROVED BUDGET minus PRIOR BUDGET |
| COMMITTEES - provide detail on SCHED (A) |  |  |  |  |
| CSEA RETIREES DELEGATES MEETING |  |  |  |  |
| EXECUTIVE BOARD MEETINGS |  |  |  |  |
| HONORARIUMS - provide detail on SCHED (A) |  |  |  |  |
| MEMBER MEETINGS |  |  |  |  |
| OFFICERS' EXPENSE |  |  |  |  |
| SUPPLIES / POSTAGE / PRINTING |  |  |  |  |
| TELEPHONE / WEBSITE |  |  |  |  |
| MEMBER BENEFITS |  |  |  |  |
| SCHOLARSHIPS |  |  |  |  |
| SOCIAL EVENTS (Gross Expense) |  |  |  |  |
| OTHER EXPENSES - provide detail |  |  |  |  |
| TOTAL EXPENSES: | 0 | 0 | 0 |  |
| TOTAL INCOME minus TOTAL EXPENSES = If negative amount, provide bank account to show available funds |  |  | 0 |  |

Explain: OTHER Income or Expenses, Significant Changes between budget years, Negative amount in Budget Approved Column:

| BUDGET COMMITTEE CHAIRPERSON: | The above 2023-24 BUDGET COVER PAGE together with the attached SCHEDULE (A) has been APPROVED by the Local / Unit Executive Board at a meeting held on $\qquad$ (DATE). |
| :---: | :---: |
| SIGNATURE: |  |
| PRINT NAME: | Attested by: |
|  | LOCAL / UNIT SECRETARY'S SIGNATURE |

$\qquad$ LOCAL/UNIT NAME: $\qquad$ MANDATORY

## CSEA ANNUAL REBATE INCOME WORKSHEET

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

| 2022 FINAL REBATE |
| :---: |
| PLUS 2023 ADVANCE REBATE |
| EQUALS ANNUAL REBATE INCOME |
| ROUND the TOTAL REBATES RECEIVED amount DOWN to the nearest thousand |
| APPROVED BUDGET REBATE INCOME |
| * If you did not receive any rebates in 2022-23, or did not receive the 2022 Advance, please refer to CSEA's |
| Budget Instructions to determine normal annual rebate income. |

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 local/unit EXECUTIVE BOARD ON $\qquad$ (DATE) | CURRENT YTD ACTUAL as of $\quad 2023$ | $\begin{aligned} & \hline \text { PRIOR } \\ & \text { BUDGET } \\ & 2022-23 \\ & \hline \end{aligned}$ | $\begin{gathered} \text { APPROVED } \\ \text { BUDGET } \\ 2023-24 \end{gathered}$ | CHANGES <br> APPRoved bubget minus <br> PRIIR BuOGET |
| :---: | :---: | :---: | :---: | :---: |
| President |  |  |  |  |
| Vice President |  |  |  |  |
| Secretary |  |  |  |  |
| Treasurer |  |  |  |  |
| Other Elected Officers - provide detail on SCHED (A) |  |  |  |  |
| TOTAL: MUST ENTER on cover page | 0 | 0 | 0 |  |

* 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 table below to assist in estimating the amounts to propose on the COVER PAGE for COMMITTEES:

| COMMITTEES: | CURRENT YTD <br> ACTUAL <br> as of $\quad 2023$ | $\begin{gathered} \hline \text { PRIOR } \\ \text { BUDGET } \\ 2022-23 \end{gathered}$ | $\begin{gathered} \hline \text { APPROVED } \\ \text { BUDGET } \\ 2023-24 \end{gathered}$ | CHANGES <br> APPRoved budget minus PRIOR BUDGET |
| :---: | :---: | :---: | :---: | :---: |
| Audit Committee |  |  |  |  |
| Membership Committee |  |  |  |  |
| Budget Committee |  |  |  |  |
| Political \& Legislative Action Committee |  |  |  |  |
| Women's Committee |  |  |  |  |
| Other Appointed Committees - provide detail on SCHED (A) |  |  |  |  |
| TOTAL: MUSt enter on cover page | 0 | 0 | 0 |  |

## 2022-23 FINANCIAL REPORT

$\qquad$ 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.)

|  | BANK INTEREST |  |
| :---: | :---: | :---: |
|  | COLLECTIONS FOR MEMBER MEETINGS |  |
|  | CSEA DELEGATE REIMBURSEMENTS |  |
|  | CSEA DUES REBATES |  |
|  | EXPENSE REIMBURSEMENTS |  |
|  | COLLECTIONS FOR MEMBER BENEFITS |  |
|  | COLLECTIONS FOR SOCIAL EVENTS (Gross Income) |  |
|  | OTHER INCOME - attach detail |  |
|  | TOTAL INCOME: | 0.00 |

STOP - IF TOTAL INCOME IS MORE THAN $\$ 50,000.00$ use the 2022-23 FINANCIAL REPORT LONG FORM (available at www.cseany.org. under Officer Resources) to facilitate proper completion of the IRS Form 990-EZ or 990.

|  | COMMITTEES |  |
| :---: | :---: | :---: |
|  | CSEA RETIREES DELEGATES MEETING |  |
|  | EXECUTIVE BOARD MEETINGS |  |
|  | HONORARIUMS |  |
|  | MEMBER MEETINGS |  |
|  | OFFICERS' EXPENSE |  |
|  | SUPPLIES / POSTAGE / PRINTING |  |
|  | TELEPHONE / WEBSITE |  |
|  | MEMBER BENEFITS |  |
|  | SCHOLARSHIPS |  |
|  | SOCIAL EVENTS (Gross Expense) |  |
|  | OTHER EXPENSES - attach detail |  |
|  | TOTAL EXPENSES: | 0.00 |


| CLOSING BALANCE (ALL bank accounts) AS OF 9/30/2023: |
| :--- | :---: |
| (Must equal the OPENING BALANCE plus TOTAL INCOME minus TOTAL EXPENSES.) |

> | IMPORTANT: Attach the reconciled SEPTEMBER 30, 2023 bank statement(s) of all bank accounts to confirm |
| :---: |
| the closing balance reported above. Refer to the instructions provided on the reverse side. |

OTHER INCOME / OTHER EXPENSES detail:

The above Report prepared by and attested to by:
AND
LOCAL/UNIT PRESIDENT'S SIGNATURE / DATE LOCAL / UNIT TREASURER'S SIGNATURE / DATE

