



# 2023-24 FINANCIAL REPORT

For Fiscal Year Ended: September 30, 2023  
LONG FORM-USE IF TOTAL INCOME IS MORE THAN \$50,000

The FINANCIAL REPORT must be filed with the CSEA Statewide\* Treasurer BY JANUARY 1, 2025.  
\*UNITS file with your LOCAL Treasurer.

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

Refer to the 2023 FINANCIAL REPORT INSTRUCTIONS (on reverse side) for guidance to complete this report.

OPENING BALANCE (ALL bank accounts) AS OF 10/1/2023:		19 & 22(A) 25(A) 27(A)
<small>Must be the same as CLOSING BALANCE at 9/30/23 reported on the 2022-23 FINANCIAL REPORT.</small>		
<b>ALL INCOME RECEIVED</b> DURING FISCAL YEAR	BANK INTEREST	4
	COLLECTIONS FOR MEMBER MEETINGS	2
	CSEA DELEGATE REIMBURSEMENTS	2
	CSEA DUES 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 2023 IRS Form 990-EZ.

**IMPORTANT: A FORM 990, 990-EZ or 990-N MUST BE FILED WITH THE IRS BY FEBRUARY 15, 2025.** 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. This LONG FORM will facilitate proper completion of an IRS Form 990-EZ or 990. Detailed instructions are provided in November with the CSEA Annual Financial Reporting mailing.

<b>ALL EXPENSES INCURRED</b> DURING FISCAL YEAR	BANK FEES	16
	COMMITTEES	16
	CSEA DELEGATES CONVENTION	16
	CSEA WORKSHOPS/EDUCATION/CONFERENCES	16
	EQUIPMENT	16
	EXECUTIVE BOARD MEETINGS	16
	HONORARIUMS	12 & Part IV (c)
	MEMBER MEETINGS	16
	NEGOTIATIONS EXPENSES	16
	OFFICERS' EXPENSE	16
	POSTAGE & SHIPPING	15
	PRINTING & PUBLICATIONS	15
	PROFESSIONAL FEES	13
	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 9/30/2024:</b> <small>Must equal the OPENING BALANCE plus TOTAL INCOME minus TOTAL EXPENSES</small>	21 & 22(B) 25(B) 27(B)
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**Attach the reconciled SEPTEMBER 30, 2024 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 \_\_\_\_\_