



# 2024-25 BUDGET COVER PAGE

The approved BUDGET must be filed with the CSEA Statewide\* Treasurer **BY NOVEMBER 1, 2024**  
\* 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 2023-24 INCOME / EXPENSE REGISTERS (to date)	COPY AMOUNTS FROM APPROVED 2023-24 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 10/1/23 -	PRIOR BUDGET 2023-24	APPROVED BUDGET 2024-25	CHANGES APPROVED BUDGET minus PRIOR BUDGET
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)				
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 = <b>TOTAL INCOME:</b>				

EXPENSES	CURRENT YTD ACTUAL 10/1/23	PRIOR BUDGET 2023-24	APPROVED BUDGET 2024-25	CHANGES APPROVED Budget minus PRIOR Year BUDGET
BANK FEES				
COMMITTEES - use worksheet on SCHED (B)				
CSEA DELEGATES CONVENTION				
CSEA WORKSHOPS/EDUCATION/CONFERENCES- see 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)				
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 = <b>TOTAL EXPENSES*:</b>				

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 2024-25 BUDGET COLUMN ▲ CANNOT EXCEED 30%.**

If the net NONCHARGEABLE ACTIVITY proposed EXCEEDS 0.30 (OR 30%) of TOTAL EXPENSES the APPROVED 2024-25 BUDGET column **MUST BE CORRECTED** before the 2024-25 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: \_\_\_\_\_ The above 2024-25 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).

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

PRINT NAME: \_\_\_\_\_ **Attested by:** \_\_\_\_\_  
**LOCAL / UNIT SECRETARY'S SIGNATURE**



**2024-25 BUDGET**  
**SCHEDULE (A)**  
 WORKSHEETS AND ADDITIONAL INFO

The approved BUDGET must be filed  
 with the CSEA Statewide\* Treasurer  
 BY NOVEMBER 1, 2024.  
 \* UNITS file with your LOCAL Treasurer.

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

COMPLETION OF SCHEDULE (A) IS  
MANDATORY

**CSEA ANNUAL REBATE INCOME WORKSHEET**

Estimate Normal Annual Rebate Income by adding the 2023 Final Rebate to the 2024 Advance Rebate\*

2023 FINAL REBATE		<input style="width: 95%;" type="text"/>
PLUS 2024 ADVANCE REBATE		<input style="width: 95%;" type="text"/>
<hr style="border: 0; border-top: 1px solid black;"/>		
EQUALS ANNUAL REBATE INCOME		<input style="width: 95%;" type="text"/>
<hr style="border: 0; border-top: 1px solid black;"/>		
APPROVED BUDGET REBATE INCOME		<input style="width: 95%;" type="text"/>

*\*If you did not receive any rebates in 2023-24, or did not receive the 2023 Advance, please refer to CSEA's Budget Instructions to determine normal annual income.*

*ROUND the TOTAL REBATES RECEIVED amount DOWN to the nearest thousand*

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

**2024-25 TOTAL FUNDS AVAILABLE WORKSHEET**

Total of All Bank Accounts as of Sep 30, 2024		\$	<input style="width: 95%;" type="text"/>
PLUS Approved Budget Total Income		+ \$	<input style="width: 95%;" type="text"/>
MINUS Approved Budget Total Expenses		- \$	<input style="width: 95%;" type="text"/>
<hr style="border: 0; border-top: 1px solid black;"/>			
EQUALS TOTAL FUNDS AVAILABLE	=	\$	<input style="width: 95%;" type="text"/>

Cannot be less than \$0.00

*Estimated Funds Available are less than \$0.00, the Approved 2024- 25 Budget must be adjusted*

**NON-CHARGEABLE WORKSHEET**

<i>.Approved Budget Column</i>			
<b>N/C Expenses</b>	minus	<b>N/C Income</b>	
<input style="width: 95%;" type="text"/>	-	<input style="width: 95%;" type="text"/>	=
			<b>Net N/C Expense</b>
			<input style="width: 95%;" type="text"/>
			=
			<input style="width: 95%;" type="text"/>
			<b>Nonchargeable %</b>
			<input style="width: 95%;" type="text"/>

*Divided by Total Expenses →*

*Multiply x 100 for Percentage*

*N/C Percentage cannot exceed 30 % for 2024 - 2025 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.




# 2024- 25 BUDGET SCHEDULE (B)

The approved BUDGET must be filed with the CSEA Statewide\* Treasurer **BY NOVEMBER 1, 2024.**  
\* UNITS file with your LOCAL Treasurer.

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 2024-25 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 ACTUA L 10/1/23	PRIOR BUDGET 2023-24	APPROVED BUDGET 2024-25	CHANGES <small>APPROVED BUDGET minus PRIOR BUDGET</small>
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 10/1/23 -	PRIOR BUDGET 2023-24	APPROVED BUDGET 2024-25	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)				
<b>TOTAL: MUST ENTER ON COVER PAGE</b>				

CSEA WORKSHOPS/EDUCATION: <small>(DO NOT INCLUDE CSEA DELEGATE CONVENTION COSTS)</small>	CURRENT YTD ACTUAL 10/1/23 -	PRIOR BUDGET 2023-24	APPROVED BUDGET 2024-25	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)				
<b>TOTAL: MUST ENTER ON COVER PAGE</b>				

OFFICERS' EXPENSE:	CURRENT YTD ACTUAL 10/1/23	PRIOR BUDGET 2023-24	APPROVED BUDGET 2024-25	CHANGES <small>APPROVED BUDGET minus PRIOR BUDGET</small>
President				
Vice President				
Secretary				
Treasurer				
Other Elected Officers - provide detail on SCHED (A)				
<b>TOTAL: MUST ENTER ON COVER PAGE</b>				