



2024-25 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, 2024.**
* 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).	COPY amounts from the 2023-24 INCOME / EXPENSE REGISTERS to date	COPY amounts from last year's APPROVED BUDGET 2022-23	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 -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 = TOTAL INCOME:				

EXPENSES	CURRENT YTD ACTUAL 10/1/23-	PRIOR BUDGET 2023-24	APPROVED BUDGET 2024-25	CHANGES APPROVED BUDGET minus PRIOR BUDGET
BANK FEES				
COMMITTEES - use worksheet on SCHED (B)				
CSEA DELEGATES MEETING				
CSEA WORKSHOPS/EDUCATION/CONFERENCES - see 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				
OTHER CHARGEABLE EXPENSES - provide detail on SCHED (A)				
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 - 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)				
Subtotal NONCHARGEABLE Expenses*:				
Subtotal CHARGEABLE Expenses plus Subtotal NONCHARGEABLE Expenses = TOTAL EXPENSES*:				

TOTAL INCOME minus TOTAL EXPENSES - Enter Col 3 Net Budget on Sched A Total Funds Available Worksheet				
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* **IMPORTANT:** NET NONCHARGEABLE ACTIVITY PROPOSED IN APPROVED BUDGET 2024-25 COLUMN ▲ CANNOT EXCEED 30%.

___ If the net NONCHARGEABLE ACTIVITY proposed EXCEEDS 0.30 (OR 30%) of TOTAL EXPENSES the APPROVED BUDGET 2024-25 column **MUST BE CORRECTED** before the 2024-25 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: _____
SIGNATURE: _____
PRINT NAME: _____

The above 2024-25 BUDGET COVER PAGE, together with the attached SCHEDULES A, B & C, has been APPROVED by the Region/Local/Unit Executive Board at a meeting held on _____(DATE).

Attested by: _____
REGION / 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 DUES REBATE INCOME WORKSHEET

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

	2023 FINAL REBATE	<input type="text"/>
PLUS	2024 ADVANCE REBATE	<input type="text"/>
<hr/>		
EQUALS	ANNUAL REBATES RECEIVED	<input 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 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

2024-25 TOTAL FUNDS AVAILABLE WORKSHEET

Total of All Bank Accounts as of Sep 30, 2024	\$	<input type="text"/>
PLUS Approved Budget Total Income	+ \$	<input type="text"/>
MINUS Approved Budget Total Expenses	- \$	<input type="text"/>
<hr/>		
EQUALS TOTAL FUNDS AVAILABLE	= \$	<input type="text"/>

Cannot be less than \$0.00

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

NON-CHARGEABLE WORKSHEET

Approved Budget Col 3	Approved Budget Col 3		
N/C Expenses	minus	N/C Income	Net N/C Expense
<input type="text"/>	-	<input type="text"/>	= <input type="text"/>
			= <input type="text"/>
Divided by Total Expenses →			<input type="text"/>

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)

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, 2024.**

* 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 10/1/23- /24	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)				
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 10/1/23 - /24	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)				
TOTAL: MUST ENTER ON COVER PAGE				

CSEA WORKSHOPS/EDUCATION: <small>(DO NOT INCLUDE CSEA DELEGATE CONVENTION COSTS)</small>	CURRENT YTD ACTUAL 10/1/23 - /24	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 Statewide Women's Conference				
Other CSEA Events - provide detail on SCHED (A)				
TOTAL: MUST ENTER ON COVER PAGE				

OFFICERS' EXPENSE:	CURRENT YTD ACTUAL 10/1/23- /24	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)				
TOTAL: MUST ENTER ON COVER PAGE				

RENT & UTILITIES:	CURRENT YTD ACTUAL 10/1/23- /24	PRIOR BUDGET 2023-24	APPROVED BUDGET 2024-25	CHANGES <small>APPROVED BUDGET minus PRIOR BUDGET</small>
Electricity				
Heat				
Rent				
Other - provide detail on SCHED (A)				
TOTAL: MUST ENTER ON COVER PAGE				

EQUIPMENT: PURCHASED and/or LEASED <small>(INCLUDE MAINTENANCE COSTS)</small> <small>(Provide descriptions on lines below and use SCHED A if more space needed.)</small>	CURRENT YTD ACTUAL 10/1/23 /24	PRIOR BUDGET 2023-24	APPROVED BUDGET 2024-25	CHANGES <small>APPROVED BUDGET minus PRIOR BUDGET</small>
TOTAL: MUST ENTER ON COVER PAGE				



2024-25 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, 2024**
* 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.

2024-25 SALARIES, BENEFITS AND PAYROLL TAXES

Local / Unit IRS Employer Id Number (EIN): _____

Local / Unit State Unemployment ID Number: _____

APPROVED BUDGET 24-25	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
