



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).	FOR INFORMATION PURPOSES	FOR INFORMATION PURPOSES	APPROVED BUDGET	CALCULATE CHANGES explain significant increases or decreases
INCOME	CURRENT YTD ACTUAL as of _____ 2024	PRIOR BUDGET 2023-24	ANNUAL BUDGET 2024-25	CHANGES APPROVED BUDGET 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:				
TOTAL INCOME:				

EXPENSES	CURRENT YTD ACTUAL as of _____ 2024	PRIOR BUDGET 2023-24	APPROVED BUDGET 2024-25	CHANGES APPROVED BUDGET PRIOR BUDGET
BANK FEES				
COMMITTEES - use worksheet on SCHED (B)				
CSEA DELEGATES CONVENTION				
CSEA WORKSHOPS/EDUCATION/CONFERENCES see SCHED (B)				
EXECUTIVE BOARD MEETINGS				
HONORARIUMS - Detail MUST 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:				
TOTAL EXPENSES:				

TOTAL BUDGETED INCOME minus TOTAL BUDGETED EXPENSES:



If less than \$0 fill out Sched A, 2024-25 Total Funds Available Worksheet

IMPORTANT: NET NONCHARGEABLE ACTIVITY PROPOSED IN APPROVED 2024-25 BUDGET COLUMN CANNOT EXCEED 30 %
Calculate the Nonchargeable Activity Percentage using the Worksheet on Schedule (A). If the percentage exceeds .30 (or 30 %) of TOTAL BUDGETED EXPENSES the APPROVED 2024-25 BUDGET must be adjusted before it can be presented for approval of the Region, Local or Unit Executive Board.

BUDGET COMMITTEE CHAIRPERSON:

This 2024-25 BUDGET COVER PAGE, together with SCHEDULES A & B (attached) has been APPROVED by the Local / Unit Executive Board

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 type="text"/>
PLUS 2024 ADVANCE REBATE	<input type="text"/>
EQUALS ANNUAL REBATE INCOME	<input type="text"/>
APPROVED BUDGET REBATE INCOME	<input type="text"/>

**If you did not receive any rebates in 2023-24, or did not receive the 2023 or 2024 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

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"/>
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.

NONCHARGEABLE WORKSHEET

<i>Approved Budget</i> N/C Expenses	minus	<i>Approved Budget</i> N/C Income	=	<i>Approved Budget</i> Net N/C Expense	=	Nonchargeable %
<input type="text"/>	-	<input type="text"/>	=	<input type="text"/>	=	<input type="text"/>
				<i>Divided by Total Expenses →</i>	<input type="text"/>	<i>Multiply x 100 for Percentage</i>

N/C Percentage cannot exceed 30 % for the 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)

WORKSHEETS

The approved BUDGET must be filed with the CSEA Statewide* Treasurer **BY NOVEMBER 1, 2024.**

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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 (If honorariums are not paid enter 'N/A').

HONORARIUMS: APPROVED BY LOCAL / UNIT EXECUTIVE BOARD ON _____ (DATE).	CURRENT YTD ACTUAL as of _____ 2024	PRIOR BUDGET 2023-24	APPROVED BUDGET 2024-25	CHANGE APPROVED BUDGET minus PRIOR BUDGET
President				
Vice President				
Secretary				
Treasurer				
Other Elected Officers - provide detail on SCHED (A)				
TOTAL: <u>MUST</u> 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 as of _____ 2024	PRIOR BUDGET 2023-24	APPROVED BUDGET 2024-25	CHANGE APPROVED BUDGET minus PRIOR BUDGET
Audit / Budget				
Election				
Health & Safety				
Membership				
Political & Legislative Action				
Other Appointed Committees - provide detail on SCHED (A)				
TOTAL: <u>MUST</u> ENTER ON COVER PAGE				

CSEA WORKSHOPS/EDUCATION: (DO NOT INCLUDE CSEA DELEGATE CONVENTION COSTS)	CURRENT YTD ACTUAL as of _____ 2024	PRIOR BUDGET 2023-24	APPROVED BUDGET 2024-25	CHANGE 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)				
TOTAL: <u>MUST</u> ENTER ON COVER PAGE				

OFFICERS' EXPENSE:	CURRENT YTD ACTUAL as of _____ 2024	PRIOR BUDGET 2023-24	APPROVED BUDGET 2024-25	CHANGE APPROVED BUDGET minus PRIOR BUDGET
President				
Vice President				
Secretary				
Treasurer				