

2025-26 BUDGET COVER PAGE

The approved BUDGET must be
filed with the CSEA Statewide*
Treasurer **BY NOVEMBER 1, 2025**
* 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 2024-25 INCOME / EXPENSE REGISTERS (to date)	COPY AMOUNTS FROM APPROVED 2024-25 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 10/1/24 -	PRIOR BUDGET 2024-25	APPROVED BUDGET 2025-26	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 =				
TOTAL INCOME:				

EXPENSES	CURRENT YTD ACTUAL 10/1/24	PRIOR BUDGET 2024-25	APPROVED BUDGET 2025-26	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 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*:				
Subtotal CHARGEABLE Expenses plus Subtotal NONCHARGEABLE Expenses =				
TOTAL EXPENSES*:				

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 2025-26 BUDGET COLUMN ▲ CANNOT EXCEED 30%.**

If the net NONCHARGEABLE ACTIVITY proposed EXCEEDS 0.30 (OR 30%) of TOTAL EXPENSES the APPROVED 2025-26 BUDGET column **MUST BE CORRECTED** before the 2025-26BUDGET 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 2025-26 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

2025-26 BUDGET
SCHEDULE (A)
WORKSHEETS AND ADDITIONAL INFO

The approved BUDGET must be filed
with the CSEA Statewide* Treasurer
BY NOVEMBER 1, 2025.
* 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 2024 Final Rebate to the 2025 Advance Rebate*

2024 FINAL REBATE		
PLUS 2025 ADVANCE REBATE		
EQUALS ANNUAL REBATE INCOME		
<i>ROUND the TOTAL REBATES RECEIVED amount DOWN to the nearest thousand</i>		
APPROVED BUDGET REBATE INCOME		

**If you did not receive any rebates in 2024-25, or did not receive the 2024 Advance, please refer to CSEA's Budget Instructions to determine normal annual income.*

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

2025-26 TOTAL FUNDS AVAILABLE WORKSHEET

Total of All Bank Accounts as of Sep 30, 2025	\$	
PLUS Approved Budget Total Income	+ \$	
MINUS Approved Budget Total Expenses	— \$	
EQUALS TOTAL FUNDS AVAILABLE	= \$	

Cannot be less
than \$0.00

Estimated Funds Available are less than \$0.00, the Approved 2025-26 Budget must be adjusted

NON-CHARGEABLE WORKSHEET

.Approved Budget Column				
N/C Expenses	minus	N/C Income	=	Net N/C Expense
	—		=	
Divided by Total Expenses →				
			=	

Multiply x 100 for Percentage

N/C Percentage cannot exceed 30 % for 2025 - 2026 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.

**2025- 26
BUDGET
SCHEDULE (B)**

The approved BUDGET must be filed with the CSEA Statewide* Treasurer **BY NOVEMBER 1, 2025**

* 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 2025-26 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 ACTUAL L 10/1/24	PRIOR BUDGET 2024-25	APPROVED BUDGET 2025-26	CHANGES APPROVED BUDGET minus PRIOR BUDGET
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 10/1/24 -	PRIOR BUDGET 2024-25	APPROVED BUDGET 2025-26	CHANGES APPROVED BUDGET minus PRIOR BUDGET
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: (DO NOT INCLUDE CSEA DELEGATE CONVENTION COSTS)	CURRENT YTD ACTUAL 10/1/24 -	PRIOR BUDGET 2024-25	APPROVED BUDGET 2025-26	CHANGES APPROVED BUDGET minus PRIOR BUDGET
CSEA Region Conferences / Meetings				
CSEA Safety & Health Workshop				
CSEA Spring 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 L 10/1/24	PRIOR BUDGET 2024-25	APPROVED BUDGET 2025-26	CHANGES APPROVED BUDGET minus PRIOR BUDGET
President				
Vice President				
Secretary				
Treasurer				
Other Elected Officers - provide detail on SCHED (A)				
TOTAL: MUST ENTER ON COVER PAGE				