## Budget Worksheet - Detail

| LOCAL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  BUDGET WORKSHEET  September 1, 20\_\_\_\_ to August 31, 20\_\_\_\_ |  |  |
| --- | --- | --- |
|  | Actual/Anticipated (Current Year)  (Year-to-date actual results  annualized) | Anticipated (Next Year) |
| INCOME |  |  |
|  |  |  |
| DUES AND FEES: |  |  |
| Local Dues \_\_\_\_\_ members at $\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Fair Share Fees | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total – Dues and Fees | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| OTHER INCOME: |  |  |
| Interest on Savings Account | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Assessments | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Donations – Financial Assistance | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Miscellaneous | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total – Other Income | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| TOTAL INCOME | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| EXPENDITURES: |  |  |
|  |  |  |
| GOVERNANCE EXPENSES/COMMITTEES: |  |  |
| Executive Committee/Board of Directors |  |  |
| Association Representatives |  |  |
| OEA-NEA Representative Assemblies | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| OEA Leadership Academy | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Conferences/Workshops | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Sub-Total | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |

| LOCAL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  BUDGET WORKSHEET (continued)  September 1, 20\_\_\_\_ to August 31, 20\_\_\_\_ |  |  |
| --- | --- | --- |
|  | Actual/Anticipated (Current Year)  (Year-to-date actual results  annualized) | Anticipated (Next Year) |
| Professional Rights & Responsibilities: |  |  |
| Committee Meetings | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Travel/Meals | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Training | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Materials | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Sub-Total | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| Instruction and Professional Development: |  |  |
| Committee Meetings | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Travel/Meals | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Training | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Materials | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Sub-Total | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| Social Activities: |  |  |
| Committee Meetings | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Travel/Meals | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Training | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Materials | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Sub-Total | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| Total – Governance Expenses/Committees | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| COLLECTIVE BARGAINING: |  |  |
| Committee Meetings | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Negotiation Sessions | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Travel/Meals | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Training | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Materials | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total – Collective Bargaining | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |

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| LOCAL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  BUDGET WORKSHEET (continued)  September 1, 20\_\_\_\_ to August 31, 20\_\_\_\_ |  |  |
|  | Actual/Anticipated (Current Year)  (Year-to-date actual results  annualized) | Anticipated (Next Year) |
| GRIEVANCE/CONTRACT ENFORCEMENT: |  |  |
| Committee Meetings | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Arbitration Expenses | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Travel/Meals | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Training | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Materials | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total – Grievance/Contract Enforcement | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| INTERNAL/EXTERNAL COMMUNICATIONS: |  |  |
| Committee Meetings | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Newsletter | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Travel/Meals | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Training | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| New member Orientation | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Promotion Materials | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total – Collective Bargaining | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| OFFICE EXPENSES: |  |  |
| Telephone | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supplies | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Postage | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Equipment – Purchase/Rental | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Office Rent | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Flower Fund | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total – Office Expenses | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| GIFTS AND AWARDS: |  |  |
| Retirement Gifts | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Recognition Gifts, Flowers, Cards | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Contributions | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total – Gifts and Awards | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
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| LOCAL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  BUDGET WORKSHEET (continued)  September 1, 20\_\_\_\_ to August 31, 20\_\_\_\_ |  |  |
|  | Actual/Anticipated (Current Year)  (Year-to-date actual results  annualized) | Anticipated (Next Year) |
|  |  |  |
| POLITICAL AWARDS: |  |  |
| Committee Meetings | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Campaign Expenses | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Travel/Meals | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Training | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Materials | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total – Political Action | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| CONTINGENCY FUND | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| TOTAL EXPENDITURES | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| NET INCOME: (Total Income Less Total Expenditures) | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |
|  |  |  |

## Budget Worksheet - Summary

| LOCAL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  BUDGET SUMMARY  September 1, 20 \_\_\_\_ to August 31, 20 \_\_\_\_ |  |  | |
| --- | --- | --- | --- |
|  |  |  | |
|  |  |  | |
|  |  | | **Fiscal Year**  **20\_\_\_\_** |
|  |  | | **BUDGET** |
|  |  |  | |
| **INCOME** |  |  | |
| DUES AND FEES |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| OTHER INCOME |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
|  |  |  | |
| **TOTAL INCOME** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
|  |  |  | |
|  |  |  | |
| **EXPENDITURES** |  |  | |
| GOVERNANCE EXPENSES/COMMITTEES |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| COLLECTIVE BARGAINING |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| GRIEVANCE/CONTRACT ENFORCEMENT |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| INTERNAL/EXTERNAL COMMUNICATIONS |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| OFFICE EXPENSES |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| GIFTS AND AWARDS |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| POLITICAL ACTION |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| MISCELLANEOUS |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| CONTINGENCY FUND |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
|  |  |  | |
| **TOTAL EXPENDITURES** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
|  |  |  | |
|  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **NET INCOME: (Total Income Less Total Expenditures)** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |