

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)
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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

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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	_____	_____

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	_____	_____

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

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EXPENDITURES

GOVERNANCE EXPENSES/COMMITTEES
COLLECTIVE BARGAINING
GRIEVANCE/CONTRACT ENFORCEMENT
INTERNAL/EXTERNAL COMMUNICATIONS
OFFICE EXPENSES
GIFTS AND AWARDS
POLITICAL ACTION
MISCELLANEOUS
CONTINGENCY FUND

TOTAL EXPENDITURES

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NET INCOME: (Total Income Less Total Expenditures)

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