

Wayne State University, UPTF-AFT

Proposed Budget

2015-2016

	Actual 2014- 2015	Budget	Monthly Average	Projected Budget	Proposed 2015-2016
Ordinary Income/Expense					
Income					
4000 · Income					
4010 · WSU Membership Dues	82,040.01	119,840.00	\$9,115.56	\$109,386.68	\$125,000.00
4020 · Agency Fees	38,853.10	50,000.00	\$4,317.01	\$51,804.13	\$55,000.00
4030 · Bank Interest	12.72	60.00	\$1.41	\$16.96	\$50.00
4040 · Unpaid Leave Fee	0.00	100.00	\$0.00	\$0.00	\$30.00
Total 4000 · Income	<u>120,905.83</u>	<u>170,000.00</u>	<u>13,433.98</u>	<u>161,207.77</u>	<u>180,080.00</u>
Total Income	120,905.83	170,000.00		\$161,207.77	\$180,080.00
Expense					
5000 · Office Expenses					
5010 · Occupancy Overhead	2,628.00	3,504.00		\$3,504.00	\$3,504.00
5020 · Telephone, Office	288.15	960.00		\$0.00	\$0.00
5040 · Postage, Mailing Service	0.00	50.00	\$0.00	\$0.00	\$50.00
5050 · Supplies	113.42	250.00	\$12.60	\$151.23	\$250.00
5060 · Printing and Copying	0.00	100.00	\$0.00	\$0.00	\$100.00
5070 · Furniture/Equipment	0.00	200.00	\$0.00	\$0.00	\$50.00
5080 · Business/Bank Charges	99.55	120.00			\$120.00
5090 · Equipment Repair	0.00	100.00	\$0.00	\$0.00	\$100.00
5095 · IT Expense	120.48	100.00	\$13.39	\$160.64	\$100.00
Total 5000 · Office Expenses	<u>3,249.60</u>	<u>5,384.00</u>		<u>3,815.87</u>	<u>\$4,274.00</u>
5100 · Contract Services					
5110 · Audit Fees	0.00	5,000.00			\$5,000.00
5120 · Legal Fees	0.00	400.00			\$400.00
5130 · Bookkeeping Fees	2,839.80	1,500.00	\$315.53	\$3,786.40	\$3,600.00
5150 · Bargaining Chair Stipend					
5151 · Compensation	0.00	0.00			\$10,227.00
5152 · FICA/FUTA	0.00	0.00			\$1,732.00
5160 · Office Administrator-KT					
5161 · Compensation	0.00	4,368.00			\$8,840.00
5162 · FICA/FUTA	0.00	740.00			\$1,497.00
Total 5160 · Office Admin - KT	<u>0.00</u>	<u>5,108.00</u>			<u>\$10,337.00</u>
Total 5100 · Contract Services	2,839.80	12,008.00			\$10,337.00

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5300 · Organizer Fees and Benefits					
5310 · Compensation for Organizer	9,043.25	7,234.60			\$0.00
5320 · Benefits for Organizer	1,078.80	1,371.26			\$0.00
5330 · Employee Parking	0.00	276.00			\$0.00
5340 · Employee Cell Phone	100.00	100.00			\$0.00
5350 · FICA/Taxes for Organizer	809.89	754.84			\$0.00
Total 5300 · Organizer Fee/Benefits	11,031.94	9,736.70			\$0.00
5400 · Membership & Growth					
5410 · Books, Subscriptions, etc.	0.00	150.00			\$50.00
5420 · Advertising and Promotion	0.00	1,000.00			\$1,000.00
5425 · Member Services/Meetings	55.33	300.00			\$300.00
5430 · Memberships and Dues	0.00	200.00			\$200.00
5440 · Conventions	3,710.04	5,500.00			\$0.00
5450 · Conference Registration etc	5,293.35	5,000.00	\$588.15	\$7,057.80	\$7,500.00
5460 · Travel, per Diem	332.96	500.00	\$37.00	\$443.95	\$500.00
5470 · Education	0.00	100.00			\$100.00
5480 · Legal & Arbitrations	0.00	5,000.00			\$0.00
5495 · - Community Relations	185.56	0.00			\$0.00
Total 5400 · Membership & Growth	9,577.24	17,750.00			\$9,650.00
5500 · Payments to Affiliates					
5510 · Dues, AFT National	21,723.25	40,000.00	\$2,413.69	\$28,964.33	\$30,000.00
5520 · Dues, AFT Michigan	32,591.25	48,000.00	\$3,621.25	\$43,455.00	\$45,000.00
5540 · Dues, AFL/CIO Metro	859.80	1,100.00	\$95.53	\$1,146.40	\$1,200.00
Total 5500 · Payments to Affiliates	55,174.30	89,100.00		73,565.73	76,200.00
6000 · Donations					
6010 · WSU Scholarship Fund	0.00	2,500.00			\$2,500.00
6020 · Affiliate Donations	0.00	250.00			\$250.00
Total 6000 · Donations	0.00	2,750.00			\$2,750.00
Total Expense	81,872.88	136,728.70			103,211.00
Net Ordinary Income	39,032.95	33,271.30			76,869.00

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Other Income/Expense					
Other Income					
Other Revenue, Please Specify	0.00	0.00			
Total Other Income	0.00	0.00			
Other Expense					
Total 5600 - Joint Organizing	23,908.95	80,831.30			78,200.00
Total Other Expense	23,908.95	80,831.30			\$78,200.00
Net Other Income	-23,908.95	-80,831.30			-78,200.00
Net Income	15,124.00	-47,560.00			-1,331.00

Narrative Detail

REVENUE

Member Dues: 630 members pay 2.05% of their combined salary (about \$6.55 million now but \$6.71 million with 2.5% raise) in dues, for a projected amount of \$137,500 in 2015-2016.

Agency Fees: 449 non-members pay the agency fee amount of 1.7% of their salaries (about \$3.42 million now but \$3.5 million with 2.5% raise) for a projected total amount of \$59,000. The year fiscal year ending in June 2016 will be the last year that UPTF collects agency fees.

Bank Interest: UPTF donated a large portion, \$25,000, of our reserves to the coalition to protect Michigan families by amending the Michigan constitution to include collective bargaining as a right on the 2012 ballot. The PTF membership approved this expense; however, ballot measure lost. Our reserves as well as the interest rate is low, so this line is low.

Unpaid Leave: This represents dues paid by AFT Members who are not teaching in a given semester but who want to keep their active status in the AFT union in order to hold their positions as officers and to participate in AFT life insurance and other benefits. It is \$8.00, per our contract, to hold an active status.

EXPENSES

Office Expenses:

Occupancy: UPTF pays AAUP/AFT \$292 each month for use of machines (including a portion of the maintenance contracts), help from the Office manager, copying, and a small amount of rent for a total of \$3,504; AAUP will not raise these fees for 2014-2015.

Postage: Because most of our membership mailing is done using the SALSA service by email, we have no postage beyond billing. We have budgeted \$50 for stamps for 2014-2015.

Office Supplies: We are keeping a place holder of \$250 for office expenses.

Outside Printing: We are allocating the projected amount of \$100 in order to update business cards with the new phone number.

Equipment: We are projecting \$50 for 2015-2016 in the event that we may purchase an additional file cabinet. We did not use the \$200 allocated last year for the electronic pads.

Business Fees, Bank Charges: We expect no changes in the coming year. Budgeting will include maintenance of our \$9.95 monthly fees for bank connections to QuickBooks.

Equipment Repair: \$100 is budgeted for any repair of the computer or printer.

IT Expense: Although we do not anticipate having to update the current software applications (Microsoft Windows, Microsoft Office 365, and QuickBooks 2015), we are budgeting \$100 for unforeseen events.

Employee and Contract Expenses:

Audit Expense: We anticipate that our annual audit/review will cost \$5,000 for 2015-16.

Legal Fees: We may incur legal fees that are provided by the Aft Michigan legal staff in settling contract disputes or grievances.

Bookkeeping: Bookkeeping is \$28.00 per hour to maintain financial records, and to reconcile membership lists with payroll information we receive from the University. We anticipate that the costs to maintain the system will be about \$3,600 in 2015-2016.

Bargaining Chair: We will be negotiating a new contract in this next year as our contract expires June 30, 2016. We are paying Thomas Anderson, our Vice President, Bargaining Chair and Grievance Officer, the equivalent of 7 credit hours at the current raise plus the 2.5% raise he is due in the fall. We have budgeted \$11956 (includes compensation, FICA, FUTA, etc.) for this expense.

Office Administrator: Because we no longer have a full-time employee/organizer, we are employing Karin Tarpinning for ten hours a week, \$17.00/hour for the year. The estimated \$10,337 covers data entry to the membership database, reconciling the bank accounts, and managing the office.

Membership and Recruitment Expenses

Books and Subscriptions: We subscribe to Labor Notes and have allocated funds to purchase educational books, \$50.

Advertising and Promotion: We plan to refurbish the promotional SWAG that we hand out to new members, with a purchase of cups/pens/T-shirts, etc. and allocate \$1,000.

Services to Members/Meetings: This \$300 budget is projected from actual expenses for hospitality and meeting-related expenses for two general membership meetings and two annual UPTF retreats.

Memberships and Dues: This \$200 covers annual dues for membership in Jobs With Justice and other community organizations with which we might affiliate in a new outreach drive.

Conference Registration and Expenses: This budget item for \$7,500 will cover attendance at the AFT Michigan Leadership Conference held in Lansing, MI. and the AFT Higher Education Conference held in the spring (location announced later). It covers registration and travel expenses for board members and organizers.

Travel and per Diem, Staff and Volunteer: UPTF pays the costs of the board member's travel as well as volunteer travel to meetings in Michigan at the federal business reimbursement rate of \$0.555 per mile. We are allocating \$500 for 2015-2016.

Education: This budget item (\$100) covers meetings for the purpose of educating stewards, volunteers, and the officers.

Scholarship Fund: UPTF has established a scholarship fund at WSU. In order to maintain a named scholarship, by membership vote, we have committed \$7,500 over three years. The \$2,500 expense is one third of the total.

Affiliate Donations: Last year, AFL-CIO Metropolitan asked affiliates to help pay for the Labor Day Parade costs. We are allocating \$250 for the 2015-2016 in anticipation that we may again be asked to donate money for this event.

Dues to Affiliates

AFT National: UPTF pays a per capita fee to AFT National based on the income of members and agency fee payers. In return, National AFT paid for two organizers for two years as well as office expenses to help us begin, and costs for the UPTF staff organizer, AFT organizer and office expenses for the year we negotiated our contract. AFT provides training and materials for union leadership, and communications to all members. All members have liability insurance and disability insurance through AFT, and access to other benefits as AFT members. Fee payers do not have those benefits. Based on our estimate and projection, we are setting the budget at \$30,000 based on projected expenses.

AFT Michigan: UPTF pays a per capita fee to AFT Michigan based on the income of members and agency fee payers. In return, UPTF has access to the AFT Michigan attorney, with support for the fees, to an AFT staff person assigned to us to help us with grievances, contract questions and dealings with the University. In addition AFT Michigan leaders have been helpful to UPTF in dealing with Wayne State University. To that end, we are anticipating a \$35,000 expense based on projected expenses.

AFL/CIO: UPTF pays a \$.30 per member fee to be a part of the Metro Detroit AFL/CIO. We are projecting an annual cost of \$1,200.