



Budget and Finance Committee Agenda

April 21, 2010 Start Time: 6:00PM

A.	Call to Order – RoseAnn Dominguez - 6:00PM
B.	Roll Call – 6:00PM quorum determined - (Karen Summers)
C.	Announcements:
D.	Review & Approve Minutes: 1. Minutes from Finance Committee Meeting - March 17, 2010 - (Blue)
E.	Budget and Finance Report: Kristy Sermersheim 1. Review Financials for February: <ul style="list-style-type: none"> ▪ Bank Balances - (yellow– DOCUMENT 1) ▪ Income Statement - (yellow – DOCUMENT 2) ▪ Organizing Income Statement - (yellow – DOCUMENT 3) ▪ Dues Receipts - (yellow – DOCUMENT 4) ▪ Per Capita Report - (yellow – DOCUMENT 5) 2. Discussion on 5-month budget – possible revision <ul style="list-style-type: none"> a. Discuss the Effect of the Dues Change b. Analyze income loss c. Major changes/revisions necessary for last 7 months of 2010 Budget
F.	New Business 1. Discussion of draft suggestion on how money should be approved and spent - (buff) 2.
G.	Old Business 1. Salinas Building – Discussion of disbursement of monies received 2.
H.	Informational Items 1.
I.	Next Meetings: 1. Wednesday May 19, 2010, 5:30pm for food and 6:00pm for the meeting 2.
J.	Adjourn



Minutes of the Budget and Finance Committee Meeting March 17, 2010 from 5:54pm – 8:00pm

A. The March Meeting of the Budget and Finance Committee was called to order by the newly elected Treasurer, RoseAnn Dominguez at 5:54PM.

B. ROLL CALL – Members in attendance either by video conference or teleconference:

Adam Gintz – Executive Board Member	Rachelle Hill – Executive Board Member
Brenda Flores – Executive Board Member	Richard Solis – Member
Carolyn Woolfolk – E. Board Member	Roseann Dominguez – Local Treasurer
Cheryl Easterbrook – E. Bd. Member	Samuel Avila – Executive Board Member
Debra Miranda – Member	Scott Johnson – Executive Board Member
Diana Calderon – Region 4 Trustee	Socorro Alfaro – Trustee at Large
Dolly Clemente – Executive Board Member	Tammy Quilling-Inman – E.Bd. Member
Ellen Rollins – Region 6 Vice President	Ming Lee – Staff
Gail Lancaster – Region 5 Trustee	Debra Pate – Staff
Gwyn Harshaw – Local 1 st Vice President	Elsa Caballero – Staff
Jack German – Member	Karen Summers – Staff
James Hackett – Region 4 Vice President	Luisa Blue – Staff
John Gilbert – Executive Board Member	Pamela Rodgers – Staff
John Gutierrez – Local Secretary	Henry Ildefonso – Region 3 Vice President
Kristy Sermersheim – Chief Elected Officer	Walt George – Region 2 Trustee
Linda Krolnik – Trustee at Large	Wanda Wallace – Executive Board Member
My Loi – Executive Board Member	

C. ANNOUNCEMENTS –.

This was the first meeting of the Budget and Finance Committee under the first elected officers of SEIU Local 521. RoseAnn Dominguez, the elected Treasurer, made opening welcoming remarks and each person in attendance introduced themselves. It was noted that since the Budget and Finance Committee members had not been appointed by the President and approved by the Officers/Executive Board as yet, that the thoughts of this body would only be submitted to the Officers Meeting as recommendations for action.

D. MINUTES OF JANUARY 13, 2010 MEETING

There was one objection to the minutes of this Budget and Finance Committee Meeting of January 13, 2010 – Henry Ildefonso was present at the meeting. He had joined by phone late.

E. BUDGET AND FINANCE REPORT: Kristy Sermersheim

1. Review of Financials for January:

- Bank Balances – Document 1
- Income Statement – Document 2
- Organizing Income Statement – Document 3
- Dues Receipts – Document 4
- Per Capita Report – Document 5
- COPE Report

Kristy went through the Financial Statements in a very detailed manner explaining and answering questions as asked.

2. Presentation and Discussion of the Proposed Roll-Over Budget for January – May 2010. Kristy explained that a short term budget was formulated for the beginning of 2010 to allow for the new dues rate to take effect and to allow the newly elected Board to determine the budget for the Local.
3. Discussion of the Effects of the Dues Change
It is still too early to know how the budget will be affected. Also, there was a problem in Fresno County – no dues were deducted. This has been corrected, but will not show an accurate dues amount for several payperiods.
4. Service Fee Rebate Letters Results – all windows are closed for rebates and challenges. The results were that about 10,000 letters were sent out with 1413 responses; 120 from IHSS and 1293 from other chapters with a total dollar rebate amount of \$415,253.91.
5. 2008 Financial Statements and Management Letter – The audit was reviewed and the group recommended that they be sent to the Officers Meeting for acceptance.
6. Organizing Budget – it was explained that the Organizing budget is determined by 20% of the dues income minus the percapitas paid. There are very specific rules for the use of this money.
7. Facsimile Signature Agreement for Checks with Bank of the West.
Security precautions were discussed. The volume of checks to be signed was discussed. It was determined that a facsimile signature be recommended to the Officers Meeting for acceptance. The authorized account signatures would be Carmen Cruise, John Gutierrez, Gwyn Harshaw, and RoseAnn Dominguez. Kristy would no longer be authorized to sign checks.

F. NEW BUSINESS

1. Discussion of Trustee Roles
Many ideas were suggested. There will be training offered for the Trustees and Treasurer: the International Ethics Training, the Local Auditors will provide training, and the Local Accountant will also train. The Local Treasurer and possibly the President will attend the International Secretary Treasurer training. Possibly the Trustees, Treasurer, and Budget and Finance Committee should attend training on how to read “books”.

G. OLD BUSINESS

1. Report on Salinas Building pay off. The Local received access to the money of Legacy Local 817 through legal channels. This money will be used to pay off the existing mortgage, to repay the General Fund for the new roof that was installed, and for mortgage payments paid by 521. The remaining money will be put into the building fund – how it will be used will be discussed at a later date.

H. INFORMATIONAL ITEMS

1. Retirement articles in local newspapers were noted.
2. It was suggested that a definition of terms/glossary or booklet of the financial documents might be helpful.
3. At the Senior Retreat each director was asked to find 5% saving in their area.

- I. NEXT MEETINGS – Budget and Finance meetings will be the 3rd Wednesday of each month.

J. ADJOURNMENT

The meeting was adjourned at 8:00pm.

Bank Balance on Saving and Investment accounts
as of Feb. 28th, 2010

ITEMS	GL#	ACCOUNT NAME	Bank	Local	ENDING BALANCE as of 1/31/2010	ENDING BALANCE as of 2/28/2010
1	1005	CONTINGENCY FUND	Bank of The West	521	1,030.33	67,262.91
2	1005	CONTINGENCY FUND	Bank of The West - T- Bill	521	66,232.58	-
3	2180	RETIREE BENEFIT TRUST	Bank of The West	521	529,733.00	544,083.50
4	2181	CLARENCE DODGE SCHOLARSHIP	Bank of The West	521	10,881.04	12,131.04
5	2182	CAPITAL RESERVE	Bank of The West	521	151,292.00	152,292.00
6	2183	LEGAL DEFENSE FUND	Bank of The West	521	539,857.00	554,130.85
7	2184	BUILDING FUND	Bank of The West	521	221,191.78	388,417.10
8	2188	GOOD & WELFARE FUND	Bank of The West	521	80,489.90	80,548.92
9	2334	SANTA CLARA COUNTY CHAPTER FUN	Bank of The West	521	3,596.83	3,596.83
10	1006	STRIKE FUND	Bank of The West	521	240,055.63	240,060.30
11	1006	STRIKE FUND	Bank of The West - T- Bill Mature. 3/11, 5/6/10	521	900,000.00	900,000.00
12	150-01	STRIKE FUND	Bank of The West	521	393,783.78	413,783.78
13	NA	STRIKE FUND per L521	@ INTERNATIONAL	521	456,520.00	456,520.45
14	1037	Reserve #2 - await Salinas' Mortgage payoff	Union Bank of California	817	479,284.84	-
Total reserve					\$ 4,073,948.71	\$ 3,812,827.68
PAC money						
15		PAC - Candidates	US Bank - Olson	521	21,951.91	24,951.91
16		PAC - Issues	US Bank - Olson	521	181,131.00	240,688.45
17		PAC - Independent Expenditure	US Bank - Olson	521	119,430.00	119,430.00
18	1003	AGENCY FEE	Bank of The West	521	164,878.78	394,880.34
19	1003	AGENCY FEE	Bank of The West - T- Bill Mature 3/11/10	521	400,000.00	200,000.00
20	1002	ORGANIZING FUND	Bank of The West	521	123,160.51	574,164.40
21	1002	ORGANIZING FUND	Bank of The West - T- Bill Mature. 3/11, 5/6/10	521	950,000.00	950,000.00
22	1055	ORGANIZING FUND	United Labor Bank	521	350,000.00	-

	A	B	C	D	F	H	I	J	AO	AP	AQ
1			Year 2010		Jan	Feb			YTD - Two months		
2			BUDGET for 5 months		Actual	Budget	Actual	better/ (worse)	Budget	Actual	better/ (worse)
3	Headcount	TOTAL DUES RECEIPTS	12,473,388		2,382,305	2,494,678	2,248,470	(246,207)	4,989,355	4,630,775	(358,580)
4	57,172	OTHER INCOME				-		-	-		-
5		Interest & Dividends	10,386		296	2,077	3,010	933	4,154	3,306	(848)
6		SMIHSS Administrative Reimbursement	11,364		-	2,273	-	(2,273)	4,546	-	(4,546)
7		Sublease Rent	38,985		7,991	7,797	8,072	275	15,594	16,063	469
8		Misc. Income - SEIU Int'l subsidy	37,730		2,415	7,546	-	(7,546)	15,092	2,415	(12,677)
9		Total Misc. Income	98,465		10,702	19,693	11,082	(8,611)	39,386	21,785	(17,601)
10		TOTAL GENERAL FUND INCOME	12,571,853		2,393,007	2,514,371	2,259,552	(254,818)	5,028,741	4,652,560	(376,181)
11		GENERAL FUND EXPENSES									
12		ORGANIZING OFFSET	1,604,239		320,848	320,848	320,848	(0)	641,696	641,696	(0)
13		SALARIES									
14	5	Administrative	164,747		31,128	32,949	31,128	1,822	65,899	62,255	3,644
15	8	Admin Support	226,826		37,956	45,365	31,352	14,013	90,731	69,308	21,423
16	13	Directors	400,286		83,909	80,057	76,993	3,064	160,115	160,902	(788)
17	57	Internal Organizers/Research	1,475,883		309,657	295,177	307,424	(12,247)	590,353	617,081	(26,728)
18	18	Clerical	443,786		75,148	88,757	76,776	11,981	177,514	151,924	25,591
19	2	Facilities	38,497		10,580	7,699	11,553	(3,854)	15,399	22,133	(6,735)
20	6	Data Base	148,713		26,261	29,743	26,535	3,208	59,485	52,795	6,690
21	5	Member Resources Center (CSAR)	101,000		20,088	20,200	20,088	112	40,400	40,176	224
22		Temp. Internal Organizers/Research	5,282		924	1,056	-	1,056	2,113	924	1,188
23		Temp. Clerical/Support	8,874		240	1,775	30	1,745	3,550	270	3,280
24		Vacation & Comp Time	110,645		-	22,129	29,663	(7,534)	44,258	29,663	14,595
25		Total Salaries	3,124,540		595,890	624,908	611,541	13,367	1,249,816	1,207,432	42,384
26	114	PAYROLL RELATED EXPENSES				-		-	-		
27		Pension	405,823		75,432	81,165	75,895	5,270	162,329	151,327	11,003
28		Payroll Taxes Expenses	492,786		56,309	98,557	68,993	29,564	197,114	125,301	71,813
29		Travel Staff-Admin	16,990		4,466	3,398	2,354	1,044	6,796	6,820	(24)
30		Travel Staff- Internal Organizers	49,188		12,943	9,838	2,572	7,266	19,675	15,514	4,161
31		Mileage/Ins. Reimb.-Admin & Director	6,030		502	1,206	562	644	2,412	1,064	1,348
32		Mileage/Ins. Reimb.-Internal Organizers	133,814		13,902	26,763	14,452	12,311	53,526	28,355	25,171
33		Telephone Reimbursement	32,152		6,756	6,430	5,343	1,088	12,861	12,099	762
34	9	Retiree Health Exp	37,749		(209)	7,550	16,896	(9,346)	15,099	16,687	(1,588)
35		Retire Benefit Trust Fund	71,750		13,000	14,350	13,000	1,350	28,700	26,000	2,700
36	132	Benefits(Health, Dental, Vision,life,401k)	1,062,083		238,549	212,417	181,135	31,281	424,833	419,685	5,149
37		Workers Comp Insurance	71,315		12,916	14,263	20,358	(6,095)	28,526	33,274	(4,748)
38		Recruiting exp	1,874		75	375	100	275	750	175	575
39		Total Payroll Related Expenses	2,381,553		434,640	476,311	401,660	74,651	952,621	836,300	116,321

	A	B	C	D	F	H	I	J	AO	AP	AQ
1			Year 2010		Jan	Feb			YTD - Two months		
2			BUDGET for 5 months		Actual	Budget	Actual	better/ (worse)	Budget	Actual	better/ (worse)
40		Total Salaries & Payroll Expense	5,506,093		1,030,530	1,101,219	1,013,201	88,017	2,202,437	2,043,731	158,706
41		MISCELLANEOUS				-		-			
42		Agency Fee/Assoc. Exp.	150,000		30,000	30,000	30,000	-	60,000	60,000	-
43		Capital Fund Expense	5,000		1,000	1,000	1,000	-	2,000	2,000	-
44		Admin exp share w. chapter	2,268		503	454	391	63	907	894	13
45		Free Life insurance to members (SCR, M	22,280		4,205	4,456	4,766	(310)	8,912	8,971	(59)
46		Chapter Fund Reimbursement	-		2,135	-	-	-	-	2,135	(2,135)
47		Dodge Scholarship	6,250		1,250	1,250	1,250	-	2,500	2,500	-
48		Computer Database Unionwares & MRC	130,000		29,650	26,000	15,000	11,000	52,000	44,650	7,350
49		Bill Shawhan	50,000		10,000	10,000	10,000	-	20,000	20,000	-
50		Ex-Board Stipends	11,000		2,100	2,200	2,100	100	4,400	4,200	200
51		Total Miscellaneous	376,798		80,843	75,360	64,507	10,853	150,719	145,350	5,369
52						-		-			-
53		ARBITRATIONS & LEGAL				-		-			-
54		Arbitrations Fees	49,738		14,262	9,948	26,058	(16,110)	19,895	40,320	(20,425)
55		Retainer	109,955		21,281	21,991	36,193	(14,202)	43,982	57,474	(13,492)
56		Court Costs	2,636		-	527	-	527	1,054	-	1,054
57	57,172	Automatic Legal Defense Fund (\$0.25 pe	71,465		14,273	14,293	14,273	20	28,586	28,546	40
58		Total Arbitrations & Legal	233,795		49,816	46,759	76,524	(29,765)	93,518	126,341	(32,823)
59						-		-			-
60		FACILITIES				-		-			-
61		Rent-SJC	192,192		37,444	38,438	37,444	994	76,877	74,888	1,989
62		Rent-RWC	24,410		4,295	4,882	4,295	587	9,764	8,589	1,175
63		Mortgage - Monterey & Parking	13,710		2,334	2,742	(1,094)	3,836	5,484	1,240	4,244
64		Rent-Santa Cruz, Watsonville & Holliste	32,810		5,869	6,562	5,869	693	13,124	11,739	1,385
65		Rent-Visalia	5,000		1,000	1,000	1,000	-	2,000	2,000	-
66		Utilities	66,419		12,807	13,284	12,928	356	26,567	25,735	832
67		Kitchen Sundries	19,722		2,399	3,944	2,551	1,394	7,889	4,950	2,939
68		Gen. Liab. Ins. & Property Tax	78,954		14,401	15,791	15,554	237	31,582	29,955	1,627
69		Building Maintenance/Security/Janitoria	87,759		25,388	17,552	7,288	10,264	35,104	32,677	2,427
70		Total Admin - Facilities	520,975		105,937	104,195	85,835	18,360	208,390	191,772	16,618
71						-		-			-
72		ADMINISTRATIVE - OFFICES				-		-			-
73		Audit/Acct. Fees & CWA NEG	49,762		19,330	9,952	4,117	5,835	19,905	23,447	(3,542)
74		Subscriptions	1,195		209	239	155	84	478	363	115
75		Office Sundries	41,593		7,480	8,319	7,004	1,314	16,637	14,485	2,152
76		Office Equipment Leases	121,316		21,557	24,263	21,067	3,196	48,527	42,624	5,903
77		Equipment Maintenance & Repair Contr	38,666		9,186	7,733	4,173	3,560	15,466	13,358	2,108
78		Contributions	744		99	149	303	(155)	297	402	(105)

	A	B	C	D	F	H	I	J	AO	AP	AQ
1			Year 2010		Jan	Feb			YTD - Two months		
2			BUDGET for 5 months		Actual	Budget	Actual	better/ (worse)	Budget	Actual	better/ (worse)
79		Research Material & Data	903		527	181	2,317	(2,136)	361	2,844	(2,482)
80		Miscellaneous, off set by ORG	295		(3,863)	59	(2,350)	2,409	118	(6,213)	6,332
81		Total Admin - Offices	254,475		54,524	50,895	36,786	14,109	101,790	91,310	10,480
82						-					-
83		COMMUNICATIONS				-					-
84		Printing	28,109		59	5,622	9,451	(3,829)	11,243	9,510	1,734
85		Paper	12,200		2,054	2,440	44	2,396	4,880	2,097	2,783
86		Website/Station/communication	2,563		295	513	500	13	1,025	795	230
87		Telephone & Internet	71,273		19,455	14,255	8,737	5,517	28,509	28,192	317
88		Postage	32,275		14,240	6,455	4,078	2,377	12,910	18,319	(5,409)
89		Professional Fees/Translations	3,658		412	732	520	211	1,463	932	531
90		Total Communications	150,078		36,514	30,016	23,330	6,685	60,031	59,844	187
91						-					-
92		CONFERENCES/MILEAGE				-					-
93		Staff-Misc. Conf/Seminar	3,300		500	660	-	660	1,320	500	820
94		Exec. Board-Conferences	341		-	68		68	136	-	136
95		Misc. Members-Reimbursed	2,915		-	583	-	583	1,166	-	1,166
96		Total Conferences/Mileage	6,556		500	1,311	-	1,311	2,622	500	2,122
97						-					-
98		STAFF MEETING & TRAINING				-					-
99		Director Training	2,223		8,107	445	1,600	(1,155)	889	9,706	(8,817)
100		Staff - representation & political & comr	32,021		4,688	6,404	5,262	1,142	12,808	9,950	2,859
101		Clerical Staff	573		249	115	58	56	229	307	(78)
102		Executive Staff	854		-	171	-	171	342	-	342
103		Tuition Reim.-Internal Organizers	5,000			1,000		1,000	2,000	-	2,000
104		Tuition Reim.-OPEIU	5,000		250	1,000	71	929	2,000	321	1,679
105		Total Staff Training	45,671		13,294	9,134	6,991	2,144	18,269	20,284	(2,016)
106						-					-
107		EDUCATION & TRAINING				-					-
108		Steward & Chief Steward Training	4,429		-	886	355	531	1,771	355	1,416
109		Executive Board	436			87	-	87	174	-	174
110		Education & Training Committee Meetir	2,783			557	28	529	1,113	28	1,085
111		Industry Training Events	375		1,601	75	142	(67)	150	1,743	(1,593)
112		Total Education & Training	8,022		1,601	1,604	525	1,079	3,209	2,126	1,083
113						-					-
114		POLITICAL/SOCIAL INVOLVEMENT				-					-
115	40,000	Candidates Account (\$0.20 per member	20,000		7,558	4,000	8,351	(4,351)	8,000	15,909	(7,909)
116	40,000	Issues Account (\$0.00 per member per n	20,000		-	4,000	-	4,000	8,000	-	8,000
117		Legal	26,758		779	5,352	3,960	1,391	10,703	4,739	5,964

	A	B	C	D	F	H	I	J	AO	AP	AQ
1			Year 2010		Jan	Feb			YTD - Two months		
2			BUDGET for 5 months		Actual	Budget	Actual	better/ (worse)	Budget	Actual	better/ (worse)
118		Committee Meetings	1,821		568	364	1,600	(1,235)	729	2,168	(1,439)
119		Conferences	664		-	133		133	265	-	265
120		Electoral Staff/ Activity	236			47		47	94	-	94
121		Polls & Surveys	1,000			200		200	400	-	400
122		Special Printing	2,000		50	400		400	800	50	750
123		Subscriptions	500			100		100	200	-	200
124		Total Political/Social Involvement	72,978		8,956	14,596	13,911	685	29,191	22,867	6,325
125						-			-		-
126		SOCIAL & ECONOMIC JUSTICE				-			-		-
127		Committee Meetings	369		26	74	350	(276)	148	376	(228)
128		Conferences	1,000		-	200	-	200	400	-	400
129		Contributions/Solidarity	3,684		700	737	550	187	1,474	1,250	224
130	57,172	Caucus Activities	37,729		2,370	7,546	2,312	5,234	15,092	4,682	10,410
131		Total Social & Economic Justice	42,782		3,096	8,556	3,212	5,345	17,113	6,307	10,805
132						-			-		-
133		MEMBER INVOLVEMENT				-			-		-
134		Memorabilia/Give away Member Pride	17,406		2,774	3,481	(497)	3,978	6,963	2,277	4,685
135		Awards/Recognition	114			23	52	(29)	45	52	(7)
136		Ex Board / Advisory Board Reimburse	400			80	166	(86)	160	166	(6)
137		Rally Rental & Bus	21,505		329	4,301	90	4,211	8,602	419	8,183
138		Member Reimbursement/Lost time	469			94	139	(46)	188	139	48
139		Transportation & Vehicle Expenses	2,042		1,598	408	176	233	817	1,774	(957)
140		Total Member Involvement	41,936		4,702	8,387	127	8,261	16,774	4,828	11,946
141						-			-		-
142		NEGOTIATIONS				-			-		-
143		Printing Contracts	2,000			400	-	400	800	-	800
144		Meetings & Supplies	17,406		1,939	3,481	2,163	1,319	6,962	4,102	2,860
145		Strike Preparations	1,925			385		385	770	-	770
146	40,000	Automatic Strike Fund Transfer (\$0.50 p	100,000		20,000	20,000	20,000	-	40,000	40,000	-
147		Total Negotiations	121,331		21,939	24,266	22,163	2,104	48,532	44,102	4,430
148		MEETINGS & EVENTS				-			-		-
149		Executive Board Meetings	56,000		197	11,200	417	10,783	22,400	613	21,787
150		Steward/Council meetings	4,602		1,657	920	2,474	(1,554)	1,841	4,131	(2,291)
151	57172	521 Party & other events	57,172			11,434		11,434	22,869	-	22,869
152		Officers Vote Event 2/2010	207,500		99,688	41,500	65,865	(24,365)	83,000	165,553	(82,553)
153		Industries & Members conference	35,000		500	7,000		7,000	14,000	500	13,500
154		Miscellaneous	210			42		42	84	-	84
155		Total Meetings & Events	360,484		102,042	72,097	68,755	3,341	144,194	170,798	(26,604)
156						-			-		-

SEIU Local 521
Financial Statement for the year of 2010

Doc # 2

	A	B	C	D	F	H	I	J	AO	AP	AQ
1			Year 2010		Jan	Feb			YTD - Two months		
2			BUDGET for 5 months		Actual	Budget	Actual	better/ (worse)	Budget	Actual	better/ (worse)
157		REPRESENTATIVE DUES				-			-		-
158	57,172	SEIU \$7.65 ea	2,186,829		426,246	437,366	453,949	(16,583)	874,732	880,196	(5,464)
159	55,172	SEIU Unity Fund \$5.00ea	1,379,300		263,840	275,860	285,025	(9,165)	551,720	548,865	2,855
160	200	SEIU Retirees \$1.00ea	1,000		602	200	173	27	400	775	(375)
161	57,172	SEIU/ State Council-\$2.53ea	723,226		139,828	144,645	148,823	(4,177)	289,290	288,651	640
162	1,200	Nurse Alliance \$1.45ea	8,700		1,434	1,740	1,434	306	3,480	2,868	612
163	23,500	So Bay CLC \$0.55ea	64,625		11,670	12,925	12,860	65	25,850	24,530	1,320
164	3,800	SMCO CLC \$0.60ea	11,400		2,153	2,280	2,155	125	4,560	4,308	252
165	7,000	Fresno CLC \$0.45ea	15,750		2,805	3,150	2,763	387	6,300	5,568	732
166	6,500	Bakersfield CLC \$0.25ea	8,125		1,534	1,625	1,534	91	3,250	3,068	182
167	6,500	Monterey & Santa Cruz LC \$0.55ea	17,875		3,241	3,575	3,997	(422)	7,150	7,238	(88)
168		Tuolumne CLC	275		55	55	55	-	110	110	(0)
169	57,172	CA Labor Fed 25% X .47ea	33,589		4,916	6,718	5,225	1,493	13,436	10,141	3,295
170		Building Trades-SMCO	1,500		300	300	300	-	600	600	-
171		Total Representative Dues	4,452,194		858,625	890,439	918,293	(27,854)	1,780,878	1,776,918	3,960
172											
173		TOTAL EXPENSES	13,798,407		2,693,767	2,759,681	2,655,007	104,674	5,519,363	5,348,774	170,588
174						-		-			-
175		TOTAL INCOME LESS TOTAL EXPENSES	(1,226,554)		(300,760)	(245,311)	(395,455)	(150,144)	(490,621)	(696,214)	(205,593)
176											
177		VOLUNTARY TRANSFERS				-		-			-
178		Building Funds	65,000		13,000	13,000	13,000	-	26,000	26,000	-
179		Strike Fund	-		-	-	-	-	-	-	-
180		Total Transfers	65,000		13,000	13,000	13,000	-	26,000	26,000	-
181		TOTAL INCOME LESS EXPENSES	(1,291,554)		(313,760)	(258,311)	(408,455)	(150,144)	(516,621)	(722,214)	(205,593)

SEIU Local 521
Organizing Statement for the year of 2010

Doc # 3

	A	B	D	F	G	H	AM
1		2010	Jan-10		Feb-10		
2		5 months Budget	Acutal	Budget	Acutal	Better / Worst	Actual YTD - Two months
4	Budget from SEIU Local 521	1,604,239	320,848	320,848	320,848	0	641,696
5							
6	Expenses						
7	Legal - Organizi	15,000	2,350	3,000	2,350	650	4,700
8	Arbitration - Organizing	-	-	-	-	-	-
9	Lost Time - Organizing	1,000	-	200	-	200	-
10	Salaries - Organizing (25+2)	642,705	100,544	128,541	61,679	66,862	162,223
11	Workers Comp. Ins. - Org	19,281	1,937	3,856	3,054	803	4,991
12	Payroll Tax Exp - Organ.	96,406	7,498	19,281	6,335	12,947	13,832
13	401K Matchering	19,281	2,430	3,856	1,904	1,952	4,335
14	EMPLOYEE BENEFITS - Organiz	160,676	25,284	32,135	46,909	(14,774)	72,193
15	Pension Plan Exp - Organi.	89,979	-	17,996	21,649	(3,654)	21,649
16	Staff Recruiting Exp-Org.	3,000	19	600	-	600	19
17	Vacation / Comp Time - Org	64,270	-	12,854	23,787	(10,933)	23,787
18	Training Exp - Org.	6,000	3,815	1,200	449	751	4,264
19	Mileage reimb exp - Organizing	75,000	4,846	15,000	6,393	8,607	11,239
20	Vehicle Expenses	60,000	1,957	12,000	629	11,371	2,586
21	RENT EXPENSES - Organizing	90,000	8,556	18,000	9,854	8,146	18,410
22	Telephone Expenses - Organizin	11,500	497	2,300	900	1,400	1,397
23	Utilities Expenses	2,000	-	400	-	400	-
24	Office Supplies & Other Allocation	12,500	6,144	2,500	3,795	(1,295)	9,938
25	Printing Expenses - Organizing	5,000	20	1,000	-	1,000	20
26	Postage Expenses - Organizing	1,500	-	300	-	300	-
27	PT Organizing	5,000	-	1,000	-	1,000	-
28	Communication Cost Expenses	1,000	-	200	-	200	-
29	Referral lead/DATA - Organizing	2,000	940	400	-	400	940
30	Professional Fee Expenses	2,000	-	400	-	400	-
31	Translation Expenses - Organ	1,000	-	200	-	200	-
32	Equipment Leasing Exp - Organi	2,500	-	500	-	500	-
33	Equip. Maint. & Repair -Organi	1,000	-	200	697	(497)	697
34	Computer Database Services	5,000	1,450	1,000	725	275	2,175
35	Subcriptions - Organizing	500	-	100	-	100	-
36	Travel Expenses - ORGANIZING	125,000	12,202	25,000	11,940	13,060	24,143
37	Conference - Organizing	3,000	-	600	-	600	-
38	Rally / Bus Rental-Organizing	1,000	-	200	-	200	-
39	Memorabilia / Give Away-Org	500	-	100	-	100	-
40	Meeting - Organizing	7,500	273	1,500	346	1,154	619
41	Donation - Organizing	-	-	-	834	(834)	834
42							
43	Total Expenses	1,532,098	180,761	306,420	204,230	102,190	384,991
44							
45	Net Income	72,141	140,087	14,428	116,618	102,190	256,705

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	County	Office	B	C	COUNTIES	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	
2			B	C														
3	FAT	FAT	26	M	FRESNO COUNTY	2,554	2,555											
4	FAT	FAT	26	A	FRESNO COUNTY - AGENCY	1,381	1,385											
5	KER	BFL	26	M	KERN COUNTY	3,329	3,322											
6	KER	BFL	26	A	KERN COUNTY - AGENCY	1,783	1,782											
7	KIN	HAN	26	M	KINGS COUNTY	395	396											
8	MAD	FAT	26	M	MADERA COUNTY COMPA	46	46											
9	MAD	FAT	26	M	MADERA COUNTY SEMC	18	17											
10	MAR	FAT	26	M	MARIPOSA COUNTY	239	240											
11	MRY	SAL	26	M	MONTEREY COUNTY	2,291	2,253											
12	MRY	SAL	26	A	MONTEREY COUNTY - AGENCY	305	313											
13	SB	SAL	26	M	SAN BENITO COUNTY	147	143											
14	SB	SAL	26	A	SAN BENITO COUNTY - AGENCY	167	169											
15	SMC	SQL	26	M	SAN MATEO COUNTY	826	832											
16	SMC	SQL	26	A	SAN MATEO COUNTY - AGENCY	639	644											
17	SC	SJC	26	M	SANTA CLARA COUNTY	7,984	7,943											
18	SC	SJC	26	A	SANTA CLARA COUNTY - AGENCY	964	951											
19	SCR	SCR	26	M	SANTA CRUZ COUNTY	1,088	1,618											
20	SCR	SCR	26	A	SANTA CRUZ COUNTY - AGENCY	42	63											
21	STA	FAT	26	M	STANISLAUS COUNTY	433	454											
22	STA	FAT	26	A	STANISLAUS COUNTY - AGENCY	92	92											
23	TUL	VIS	26	M	TULARE COUNTY	878	873											
24	TUL	VIS	26	A	TULARE COUNTY - AGENCY	586	582											
25	TUO	FAT	26	M	TUOLUMNE COUNTY	22	22											
26	CITIES																	
27	KER	BFL	26	M	CITY OF ARVIN	26	26											
28	KER	BFL	26	M	CITY OF BAKERSFIELD	734	742											
29	FAT	HAN	26	M	CITY OF COALINGA	25	25											
30	FAT	BFL	26	A	CITY OF COALINGA - AGENCY	8	8											
31	KIN	HAN	26	M	CITY OF CORCORAN	-	8											
32	KER	BFL	26	M	CITY OF DELANO	206	207											
33	SMC	SQL	26	M	CITY OF EAST PALO ALTO	27	26											
34	SMC	SQL	26	M	CITY OF EAST PALO ALTO - AGENCY	7	7											
35	TUL	HAN	26	M	CITY OF EXETER	14	16											
36	MRY	SAL	26	M	CITY OF GREENFIELD	16	15											
37	KIN	HAN	26	M	CITY OF HANFORD	117	116											
38	KIN	HAN	26	A	CITY OF HANFORD - AGENCY	19	19											
39	SB	SAL	26	M	CITY OF HOLLISTER	37	37											
40	SB	SAL	26	A	CITY OF HOLLISTER - AGENCY	6	6											
41	KIN	SAL	26	M	CITY OF KINGS	13	14											
42	KIN	SAL	26	A	CITY OF KINGS - AGENCY	4	3											
43	TUL	VIS	26	M	CITY OF LINDSAY	9	8											
44	SMC	SQL	26	M	CITY OF MENLO PARK	127	106											
45	SMC	SQL	26	A	CITY OF MENLO PARK - AGENCY	84	104											
46	SC	SQL	26	M	CITY OF MOUNTAIN VIEW	138	136											
47	SC	SQL	26	A	CITY OF MOUNTAIN VIEW - AGENCY	34	29											
48	SC	SQL	26	M	CITY OF PALO ALTO	478	474											
49	SC	SQL	26	A	CITY OF PALO ALTO - AGENCY	160	162											
50	SMC	SQL	26	M	CITY OF REDWOOD CITY	277	277											
51	MRY	SAL	26	M	CITY OF SALINAS	262	258											
52	SMC	SQL	26	M	CITY OF SAN MATEO-MAINT/LIB	129	125											

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	County	Office	B	C	COUNTIES	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	
2			B	C														
53	SMC	SQL	26	M	CITY OF SAN MATEO-MAINT/LIB - AGENCY	38	29											
54	SCR	SCR	26	M	CITY OF SANTA CRUZ	526	492											
55	SCR	SCR	26	A	CITY OF SANTA CRUZ - AGENCY	1	1											
56	SCR	SCR	26	M	CITY OF SCOTTS VALLEY	26	26											
57	KER	BFL	26	M	CITY OF SHAFTER	69	66											
58	SC	SQL	26	M	CITY OF SUNNYVALE	49	50											
59	SC	SQL	26	A	CITY OF SUNNYVALE - AGENCY	-	-											
60	KER	BFL	26	M	CITY OF TAFT	-	10											
61	TUL	HAN	26	M	CITY OF TULARE	119	119											
62	TUL	HAN	26	A	CITY OF TULARE - AGENCY	10	9											
63	KER	BFL	26	M	CITY OF WASCO	49	50											
64	SCR	SCR	26	M	CITY OF WATSONVILLE	56	57											
65	SCHOOLS																	
66	SC	SJC	12	M	CAMPBELL-UHSD	64	61											
67	SC	SJC	12	M	CUPERTINO SD	51	158											
68	SC	SJC	12	A	CUPERTINO SD - AGENCY	16	26											
69	KER	BFL	12	M	EDISON ELEMENTARY	29	29											
70	FAT	FAT	12	M	FASTA	158	181											
71	FAT	FAT	12	A	FASTA - AGENCY	204	87											
72	FAT	FAT	12	M	FRESNO UNIFIED SCHOOL	492	490											
73	FAT	FAT	12	A	FRESNO UNIFIED SCHOOL -AGENCY	109	108											
74	MRY	SAL	12	M	GONZALES UNIFIED SCH DIST	5	5											
75	FAT	FAT	12	M	LIDLAW / FIRST STUDENT INC.	237	240											
76	SC	SJC	12	M	MORGAN HILL USD	306	311											
77	SC	SJC	12	M	ORCHARD SD	-	26											
78	FAT	FAT	12	M	RIVERDALE UNIFIED	56	57											
79	STA	FAT	12	M	SALIDA UNION SCHOOL	35	35											
80	SCR	SCR	12	M	SAN LORENZO VALLEY	107	104											
81	SCR	SCR	12	A	SAN LORENZO VALLEY - AGENCY	1	-											
82	SMC	SJC	12	M	SAN MATEO COE	-	80											
83	SC	SJC	12	M	SANTA CLARA COE	-	2,793											
84	KER	BFL	12	M	STANDARD SCHOOL	54	54											
85	KER	BFL	12	M	TAFT UNION HIGH SCHOOL DIST	47	47											
86	SC	SJC	12	M	WEST VALLEY CCD	279	277											
87	PRIVATE NON-PROFIT																	
88	SC	SJC	12	M	ACHIEVEKIDS	100	101											
89	SC	SQL	26	M	MOMENTUM	223	227											
90	SC	SQL	26	A	MOMENTUM - AGENCY	7	6											
91	SC	SJC	12	M	AMERICAN REDCROSS	43	-											
92	SB	SAL	26	M	CHAMBERLAIN'S CHILDRENS CENTER	27	-											
93	MRY	SAL	12	M	M.A.O.F (FORMALLY CHILDRENS CTR OF MRY)	-	47											
94	MAD	FAT	26	M	COMMUNITY ACTION PART MADERA	76	79											
95	MAD	FAT	26	M	COMMUNITY ACTION MADERA - AGENCY	-	-											
96	KER	FAT	26	M	COMMUNITY ACTION KERN	413	405											
97	KIN	VIS	26	M	COMMUNITY ACTION KINGS	25	25											
98	SCR	SCR	26	M	COMMUNITY BRIDGES	115	116											
99	SC	SJC	24	M	COMMUNITY SOLUTIONS	100	100											
100	SC	SJC	26	M	GARDNER FAMILY HEALTH CTR	123	-											
101	MER	FAT	26	M	GOLDEN VALLEY HEALTH CTR	336	347											
102	SC	SJC	24	M	HOPE REHABILITATION	174	178											

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	County	Office	B	C													
2			B	C	COUNTIES	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
103	SC	SJC	26	M	HUMANE SOCIETY	12	13										
104	SC	SJC	26	A	HUMANE SOCIETY - AGENCY	17	16										
105	SC	SJC	12	M	OSHMANS FAMILY JCC	45	41										
106	SC	SJC	24	M	MACSA	48	43										
107	SMC	SQL	12	M	PENINSULA JEWISH COMM CTR	55	-										
108	SC	SJC	26	M	REBEKAH	85	86										
109	SCR	SCR	26	M	SALUD PARA LA GENTE INC.	118	108										
110	SCR	SCR	26	M	SANTA CRUZ COMM COUNSELING	78	79										
111	SC	SJC	26	M	STARLIGHT	62	64										
112	TUL	VIS	12	M	STUDENT TRANSPORTATION	32	-										
113	SCR	SCR	26	M	WOMEN'S CRISIS SUPPORT	20	18										
114	HOME CARE																
115	SC	SJC	24	M	ADDUS	68	51										
116	SMC	SQL	12	M	IHSS SAN MATEO	1,702	1,704										
117	SMC	SQL	12	A	IHSS SAN MATEO - AGENCY	1,063	1,008										
118	SC	SJC	12	M	IHSS SANTA CLARA	4,047	4,051										
119	SC	SJC	12	A	IHSS SANTA CLARA - AGENCY	9,847	9,720										
120	SC	SJC	12	M	OLDER ADULTS CARE MGMT	331	118										
121	SM	SJC	12	M	PATHWAYS CONTINUOUS CARE	112	111										
122	SPECIAL DISTRICTS																
123	KER	BFL	26	M	ARVIN-EDISON WATER STORAGE DIST	12	12										
124	KER	BFL	12	M	BEAR VALLEY	29	29										
125	FAT	FAT	26	M	CENTRAL CA LEGAL SERVICES	44	46										
126	MRY	SAL	26	M	CHISPA HOUSING MANAGEMENT	26	26										
127	FAT	FAT	26	M	COURT - FRESNO COUNTY	264	270										
128	FAT	FAT	26	A	COURT - FRESNO COUNTY - AGENCY	72	70										
129	KER	BFL	26	M	COURT - KERN COUNTY	326	322										
130	KER	BFL	26	A	COURT - KERN COUNTY - AGENCY	69	70										
131	KIN	HAN	26	M	COURT - KINGS COUNTY	59	58										
132	KIN	HAN	26	A	COURT - KINGS COUNTY - AGENCY	3	3										
133	MAR	FAT	26	M	COURT - MARIPOSA	8	8										
134	MRY	SAL	26	M	COURT - MONTEREY COUNTY	105	99										
135	MRY	SAL	26	A	COURT - MONTEREY COUNTY - AGENCY	37	43										
136	SB	SAL	26	M	COURT - SAN BENITO	27	27										
137	SCR	SCR	26	M	COURT - SANTA CRUZ	112	111										
138	SCR	SCR	26	A	COURT - SANTA CRUZ - AGENCY	1	1										
139	SC	SJC	26	M	COURT - SCCO	592	591										
140	SC	SJC	26	A	COURT - SCCO SUPERIOR - AGENCY	14	14										
141	SMC	SJC	26	M	COURT - SMCO	162	162										
142	SMC	SJC	26	A	COURT - SMCO - AGENCY	66	64										
143	TUL	VIS	26	M	COURT - TULARE	183	181										
144	FAT	FAT	12	M	HOUSING AUTHORITY - FAT	91	95										
145	FAT	FAT	12	A	HOUSING AUTHORITY - FAT AGENCY	33	34										
146	MRY	SAL	26	M	HOUSING AUTHORITY - MONTEREY	69	66										
147	SC	SJC	26	M	HOUSING AUTHORITY - SCCO	102	103										
148	SC	SJC	26	A	HOUSING AUTHORITY - SCCO AGENCY	23	23										
149	KER	BFL	26	M	KERN COUNTY CEMETARY	4	4										
150	KER	BFL	26	M	KERN COUNTY WATER AGENCY	12	12										
151	KER	BFL	26	A	KERN COUNTY WATER AGENCY - AGENCY	15	15										
152	KER	FAT	26	M	KERN REGIONAL CENTER	163	158										

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	County	Office	B	C													
2			B	C	COUNTIES	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
153	SC	SJC	24	M	LAW FOUNDATION	55	56										
154	TUL	BFL	26	M	LINDSAY STRATHMORE IRRIGATION	2	2										
155	MRY	SAL	26	M	MONTEREY BAY UNIFIED AIR POLL CONTROL DIST	15	29										
156	SB/MRY	SAL	26	M	MV PUBLIC TRANSPORTATION	80	82										
157	SC	SJC	26	M	SAN ANDREAS REG CTR	226	-										
158	SB	SAL	26	M	SAN BENITO CO WATER DISTRICT	13	13										
159	KER	FAT	26	M	SAN JOAQUIN VALLEY AIR POLLUTION	237	128										
160	KER	FAT	26	A	SAN JOAQUIN VALLEY AIR POLLUTION - AGENCY	106	106										
161	SCR	SCR	26	M	SANTA CRUZ METRO TRANSIT DIST	94	94										
162	SCR	SCR	26	M	SOQUEL CREEK WATER DISTRICT	13	14										
163	KER	BFL	12	M	SSJMUD	8	8										
164	SC	SJC	26	M	VTA	263	266										
165	SC	SJC	26	A	VTA - AGENCY	-	-										
166	SCR	SCR	26	M	YWCA	13	14										
167	OTHER																
168	SC	SJC		M	ASSOCIATE MEMBERS	12	-										
169	SC	SJC		M	RETIRED MEMBERS	140	568										
170	SC	SJC		M	CAL-PER RETIREES	33	33										
171	SC	SJC	26	M	521 STAFF	72	83										
172																	
173					TOTAL	55,958	58,792	-	-	-	-	-	-	-	-	-	-

Executive Board Rights and Responsibilities with regard to the Union Budget

Development and approval of the Annual or Biannual Budget

- A. Notice and input at Budget Development meeting of Budget and Finance Committee
- B. Notice and input at scheduled pre-approval general membership informational meetings
- C. If on Committees or Caucuses, input into development of those section
- D. Final Approval of the Budget

Monitoring of the Budget and Financial Situation

- A. Receive timely monthly copies of year to date expenditures/income and savings for General Fund, Organizing Fund and others which may be developed
- B. Along with A above, receive written explanation of any line item or Category which is more than ten percent over budgeted amount
- C. Receive written report of any budget reviews from Trustees
- D. Notice of Auditor's report meeting with opportunity to ask questions on audit and management letter.

How expenditures are approved and by whom in Local 521

- A. Within approved budget, CEO and her/his appointees spend and report monthly to Board and Officers
- B. Land/Building purchases or sales must be approved by Officers with recommendation from committee of affected delegates to the Executive Board. Notice to Executive Board prior to purchase/sale with opportunity for input.
- C. Leases, small construction and other contracts which cost more that the line item or construction project budget previously approved in the Budget must be approved by the Budget and Finance Committee and the Officers at their regular meetings and reported to the entire Board. In certain cases, the President may appoint a temporary committee of the Board to investigate a certain contract or expense; if so, their recommendation may be substituted for the Budget and Finance Committees' recommendation to the Officers.
- D. Recommendations to spend for purchases, projects or programs from in General Fund savings Accounts (Strike, Strike Prep, Legal Defense, Contingency etc) may be made by management staff, Committees, Caucuses or Chapters. Recommendations must be approved by the Officers and reported to the Executive Board within the month. Where no emergency exists, notice of such a request will be made to Officers and Executive Board members at least one week prior to the vote
- E. Recommendations to transfer money from any savings account to the General Fund for general purposes must be approved by the majority of the Executive Board members voting at a special or regular meeting or if necessary in an emergency on an email poll.

Organizing Budget and Funds

- A. The annual or biannual Organizing Budget will be recommended by the Organizing Committee and approved by the Executive Board.
- B. Reporting for the Organizing Budget shall be the same as reporting for General Fund.
- C. Authorizing expenditures from the Organizing savings account must be recommended by the Organizing Committee or an Officer and must comply with all Local Union and International rules regarding proper uses of Organizing money.
- D. Organizing expenditures from the Organizing Savings Account above \$10,000 must be approved by the Officers and reported to the Executive Board.