

Union of Part Time Faculty, AFT Local 477
Proposed 2011-2012 Budget

BUDGETED ASSETS & LIABILITIES 2011-2012

	Jun 30, 12
ASSETS	
Current Assets	
Checking/Savings	0.00
Accounts Receivable (Budgeted Revenues)	152,160.00
Total Current Assets	152,160.00
Fixed Assets	1,372.00
Other Assets	
Reserve Accounts	
Arbitration Reserve	10,000.00
Audit Reserve	5,000.00
Reserve CD	30,000.00
Scholarship Reserve	2,500.00
Total Reserve Accounts	47,500.00
Total Other Assets	47,500.00
TOTAL ASSETS	201,032.00
LIABILITIES & EQUITY	
Liabilities	
Accounts Payable	
Accounts Payable (Budgeted Expense)	96,180.00
Total Accounts Payable	96,180.00
Other Current Liabilities	
Payroll Liabilities	55,980.00
Total Other Current Liabilities	55,980.00
Total Liabilities	152,160.00
TOTAL LIABILITIES & EQUITY	152,160.00

BUDGETED REVENUES & EXPENSES 2011-2012

	Jul '11 - Jun 12
Income	
WSU Membership Dues	98,000.00
Agency Fees	56,000.00
Bank Interest	60.00
Unpaid Leave Fee	100.00
Total Income	154,160.00
Expense	
Office Expenses	

Union of Part Time Faculty, AFT Local 477
Proposed 2011-2012 Budget

5010 · Occupancy Overhead	3,504.00
5020 · Telephone, Office	942.00
5040 · Postage, Mailing Service	400.00
5050 · Supplies	1,500.00
5060 · Printing and Copying	190.00
5070 · Furniture/Equipment	300.00
5080 · Business Fees, Bank Charges	420.00
5090 · Equipment Repair	400.00
	<hr/>
Total Office Expenses	7,656.00
Contract Services	
5110 · Audit Fees	5,000.00
5120 · Legal Fees	600.00
5130 · Bookkeeping Fees	9,600.00
5140 · Other Contract Services	0.00
	<hr/>
Total Contract Services	15,200.00
Employee Services	
5310 · Compensation for Employee	47,187.00
5320 · Employee Benefits	8,797.00
5330 · Employee Parking	880.00
5340 · Employee Cell Phone	720.00
	<hr/>
Total /Employee Services	57,584.00
Membership & Growth	
5410 · Books, Subscriptions, etc.	0.00
5420 · Advertising and Promotion	120.00
5440 · Conventions	0.00
5450 · Conference Registration etc	4,000.00
5460 · Travel, per Diem	1,500.00
5470 · Education	500.00
5480 · Legal & Arbitrations	5,000.00
5490 · Staff Development	0.00
	<hr/>
Total Membership & Growth	11,120.00
Payments to Affiliates	
5510 · Dues, AFT National	25,000.00
5520 · Dues, AFT Michigan	36,000.00
5540 · Dues, AFL/CIO Metro	1,350.00
	<hr/>
Total Payments to Affiliates	62,350.00
	<hr/>
Total Expense	153,910.00
	<hr/>
Net Income	250.00
	<hr/> <hr/>

Union of Part Time Faculty, AFT Local 477
Proposed 2011-2012 Budget

Narrative Detail

REVENUE

Member Dues: 627 members pay 1.85% of their combined salary (about \$5.9 million) in dues, for an amount of \$109,000 in 2011-2012. However, UPTF expects that adjunct hires will be cut as the University acts on its initiative to hire more full time staff and have conservatively scaled back expected revenues to \$98,000. Each term has a different number of members and agency fee payers working, but this is the unduplicated count.

Agency Fees: 596 non-members pay the agency fee amount of 1.65% of their salaries (about \$3.9 million) for a total amount of \$64,350. Again, UPTF reduced the expected revenues to \$56,000 to meet university cuts.

Bank Interest: In this fiscal year we plan to establish a cash reserve CD that will give us 1.25% interest. However, we have delayed the purchase because of the low cash flow in the summer. Consequently, we have not received the expected interest income yet this year.

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 \$5.00, 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 \$3504 in 2010-2011 and do not anticipate a raise in fees for 2011-2012.

Telephone: The UPTF pays \$73 each month for the office phone.

Postage: Although we moved the member newsletter to email and being posted on the website, we have exceeded our budgeted amount in 2010-11 because we decided to subscribe to an online mailing service, Constant Contact. Estimates are \$400 for the annual fees.

Office Supplies: We exceeded expenses for paper, envelopes, toner for the printer, and other office supplies because we did not budget for upgrading software, laser-print checks. The projected amount for 2011-12 is \$1,500.

Outside Printing: This \$190 is the cost for printing business envelopes, and other printed materials such as business cards.

Union of Part Time Faculty, AFT Local 477 Proposed 2011-2012 Budget

Equipment: We do not anticipate the need for an equipment purchase in 2010-11, but have budgeted \$300 in the case we need another filing cabinet.

Business Fees, Bank Charges: We have raised this amount to \$400 in order to cover the charges for a “cloud” version of our Quickbooks accounting package. The monthly fee of \$59 will allow all security cleared persons on the finance committee and council to access and work on the Quickbooks application.

Equipment Repair: \$400 is budgeted for any repair of the computer or printer.

Employee and Contract Expenses:

Audit Expense: Our audit/review scheduled for this year was twice the amount we had planned. Each year cost \$4,200. We anticipate it will cost \$5000 for the next year.

Bonding: The person who does our bookkeeping and deposits the checks is bonded through AFT.

Bookkeeping: Bookkeeping is \$25 per hour to maintain financial records, and to reconcile membership lists with payroll information we receive from the University. The costs exceeded the budget in 2010-12 because the University sends payroll information on reports instead of in electronic formats. The manual updates of the database are costly and consequently, we have made our request for electronic reporting a high priority this year. We anticipate that the costs to maintain the system will be about \$9,600 without a remedy to the problem.

Employee Compensation: This is the annual compensation for the UPTF staff organizer, which includes a 2.5% raise effective September 1, 2011.

Employee Benefits: This includes legally required benefits as well as health, vision and dental expenses for the UPTF staff organizer.

Employee Parking: An additional benefit is paid-parking for the staff organizer in a Wayne State Parking structure. Assigned parking fees were raised from \$180 to \$220 in September 2010, with a budget total of \$880 for 2011-12 to cover any further increases by the University.

Membership and Recruitment Expenses

Advertising: This is the cost of a meeting with other union leadership.

Membership/Dues: In the current year we had no expenses. We are budgeting \$100 for the next year for any other memberships.

Union of Part Time Faculty, AFT Local 477 Proposed 2011-2012 Budget

Conventions: Last year, UPTF sent four delegates to the AFT convention in Seattle, which is held every two years. As we have no convention this year, no money is budgeted. The following year AFT is holding the convention in Detroit so only registration fees and parking will be expensed.

Conference Registration and Expenses: In the current year, the staff organizer and several officers attended several AFT meetings in Michigan, attended the AFT Higher Education Conference in March in California, and sent delegates to attend the AFT Convention in July in Seattle, Washington. We anticipate participation in the AFT Higher Education Conference in Philadelphia and the AFT meetings in Michigan again this year.

Travel, Staff and Volunteer: UPTF pays the costs of the staff organizer's travel as well as volunteer travel to meetings in Michigan at the federal business reimbursement rate of \$.50 per mile.

Legal/Arbitration: If UPTF consults the AFT attorney about a member concern or possible grievance, AFT pays part of the bill and UPTF pays the remainder. The \$5000 amount must be in the budget each year, as we may take a grievance to Arbitration, and if we do, then our costs would be as high as \$5000. (See also reserve accounts below.)

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.

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.

AFL/CIO: UPTF pays a \$.30 per member to be a part of the Metro Detroit AFL/CIO

ASSETS

Starting Balance: The starting balance of current cash available in the checking and savings accounts is projected as \$0.00, and not an actual figure. This will change at the end of the year to reflect the actual amount. Currently, the checking and savings account are \$6,033.

Union of Part Time Faculty, AFT Local 477
Proposed 2011-2012 Budget

Accounts Receivable: The amount of \$152,160 is the proposed budget for revenues from membership dues, agency fees, bank interest and unpaid leave.

Fixed Assets: We don't anticipate any purchases of furniture and equipment for the year. The \$1,372 is for the computer, printer and projector.

Reserve Accounts:

Arbitration Reserve: We are holding these dollars against the possibility of arbitrating a grievance. Unused budget is added to the reserve each year. The \$10,000 represents unused budgeted funds for two years.

Audit Reserve: As our audit/review is every other year, the reserve must be built to pay for those periodic costs. Our actual costs for the annual review are now set at \$4,200 but we are budgeting \$5,000 to account for any rising cost.

Reserve Account: These dollars will remain in a reserve account against the time that we would need to close our offices, lay off staff or have to meet other extraordinary expenses. We are purchasing tiered CDs, 6-, 12- and 18-month to maximize the interest for this \$30,000 account.

Scholarship Reserve: UPTF is establishing a scholarship fund at WSU. In order to maintain a named scholarship, by membership vote, we are committing to \$7,500 over a three year period. Each year, we are putting aside \$2,500 for the UPTF Scholarship Fund.

THE TOTAL ASSETS for the budgeted year equal \$201,032.

LIABILITIES & EQUITY

Accounts Payable: The amount of \$96,180 represents the budgeted expenses for the 2011-12 fiscal year.

Payroll Liabilities: As stated, the amount of \$55,980 represents the liability for our staff member, Bryan Pfeifer's pay.

THE TOTAL LIABILITIES for the budgeted year equal \$152,160