

Union of Part Time Faculty, AFT Local 477
Projected 2009-10 Revenue and Expenses and
Proposed 2010-2011 Budget, June 1-July 31
Narrative Detail

Revenue

Member Dues: 564 members pay 1.85% of their salary in dues, for an amount of \$79,620 in 2010-2011. Each term has a different number of members and agency fee payers working, but this is the unduplicated count.

Agency Fees: 534 non-members pay the agency fee amount of 1.65% of their salaries for a total amount of \$73,680.

Bank Interest: As interest is low, we earned very little during this year. However we are establishing cash reserves (see description in Expenses) and hope that it will earn about 1.25% in a certificate of deposit, for a possible income of \$402

Starting Balance: The amount of \$55, 530 will be our beginning balance on June 1, 2010.

Total Revenue proposed for 2020-2011 is \$209,232

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 \$3600 in 2010-2011. In 2009-10 we paid some of the amount due for the previous year, added to the costs to bring the expenses to \$4830

Telephone: Apparently our phone bill was being paid by AFT Michigan during part of 2009-10; we just began to get the bills sent to UPTF. We paid AFT back, which is why the amount is higher in this current year. The costs for the office phone are about \$48 per month, or \$576 for the year. In addition this amount includes payment of \$60 per month for a cell phone used by the staff organizer, as it is used for work. We anticipate both expenses to be \$1300 for the next budget year.

Postage: Since we moved the member newsletter to email and being posted on the website, we will not incur mailing costs to the membership this year. \$50 will cover the minimal costs of office mail.

Office Supplies: This includes paper, envelopes, toner for the printer, and other office supplies for a proposed total of \$180

Outside Printing: This \$50 is the cost for printing business envelopes, and other printed materials.

Equipment: During the current year the projector was purchased for \$650. We do not anticipate the need for an equipment purchase in 2010-11.

Equipment Repair: \$150 is budgeted for any repair of the computer or printer.

Employee and Contract Expenses:

Audit Expense: We have not had an audit yet, and we will schedule an audit for the past two years. We anticipate it will cost \$5000 for the two years (see audit reserve discussion below).

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. We made arrangements for bookkeeping and membership maintenance only part way through this year, so the actual costs are lower than anticipated. We anticipate that the costs to maintain the system will be about \$6,000 per year

Employee Compensation: This is the annual compensation for the UPTF staff organizer. The costs in the current year are higher than the previous because of some of the back pay owed to AFT Michigan.

Employee Benefits: This includes legally required benefits as well as health, vision and dental expenses for the UPTF staff organizer. Again, the larger amount was paid this year, as we owed AFT Michigan for expenses incurred in the previous year.

Employee Parking: An additional benefit is paid parking for the staff organizer in a Wayne State Parking structure, at a rate of \$180 for each of the semesters, or a total of \$540 each year. However, we have built in a small increase to \$600 in case of an increase in parking fees 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 paid \$25 for the AFT Charter dues, as well as \$100 membership in Jobs for Justice. We are budgeting \$100 for the next year for any other memberships.

Conference Registration and Expenses: In the current year, the staff organizer and several officers attended several AFT meetings in Michigan, and will be attending the AFT Higher Education Conference in March in California. We anticipate participation again next 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.

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

Reserve Account:

Reserve Accounts: Arbitration Reserve: We are holding these dollars against the possibility of arbitrating a grievance. **Audit Reserve:** As our audit is every other year, the reserve must be built to pay for those periodic costs. **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.

Total Proposed Expenses for 2010-2011 are \$209,232