Cornell University Employee Assembly

## EA R1: Approval of the 2022-2023 Operating Budget

Abstract: This is the operating budget for the EA 2022-2023 legislative session.<br>Sponsored by: Jessica Withers, Vice Chair for Operations \& Finance<br>Reviewed by: Executive Committee, August 30, 2022<br>Whereas, Article IV, Section 1 of the Charter of the Employee Assembly grants the Assembly<br>"authority and control over its own policies, operations, and maintenance"; and<br>Whereas, the Employee Assembly Vice Chair for Operations and Finance is charged with the responsibility of maintaining and updating the Employee Assembly's Operating Budget each legislative session; and<br>Whereas, the source of funds for the Employee Assembly's administrative budget is the Division of University Relations; and<br>Whereas, these funds are intended to support the EA, its meetings, committees, events, and elections; and<br>Whereas, the funds are not intended to support: initiatives; resources designated in resolutions; transfers to other units of the university; support of HR initiatives; other co-sponsorships of events not "owned" by the Employee Assembly<br>Be it therefore resolved, the Employee Assembly approves and adopts the Operating Budget for the 2022-2023 legislative session attached as an appendix to this resolution.<br>\section*{Respectfully Submitted,}<br>Jessica Withers, Vice Chair for Operations \& Finance<br>Addendum 1: budget

| FY 2023 Operating Budget Employee Assembly |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Income | \$9,650.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Expenses |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Income/Expense | \$9,650.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Income Categories |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Transfer from University Relations | \$9,650.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other | \$0.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| TOTAL Income | \$9,650.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fr 2023 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Expense Categories | 2022-2023 Budget | YTD Expense | Balance | July | August | September | October | November | December | January | February | March | April | May | June |
| 10000 Administrative (food for mtgs) | \$4,325.00 | \$0.00 | \$4,325.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| 10001 |  | \$0.00 | \$650.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| Executive (space rental fees; copy/print charges) | \$650.00 | \$0.00 | \$650.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| 10002 Communications | \$400.00 | \$0.00 | \$400.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| 10003 Internal Operations | \$100.00 | \$0.00 | \$100.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| 10006 Elections | \$250.00 | \$0.00 | \$250.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| 20001 Benefits \& Policy Committee | \$100.00 | \$0.00 | \$100.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| 20002 Education Committee | \$100.00 | \$0.00 | \$100.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| 20003 Staff Recognition and Awards | \$1,400.00 | \$0.00 | \$1,400.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| 30001 President's Address to Staff | \$1,225.00 | \$0.00 | \$1,225.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| 30003 EA Staff Forums Support | \$1,100.00 | \$0.00 | \$1,100.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| TOTAL Expenses | \$9,650.00 | \$0.00 | \$9,650.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| FY 2022 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Expense Categories | 2021-2022 Budget | YTD Expense | Balance | July | August | September | October | November | December | January | February | March | April | May | June |
| 10000 Administrative (food for mtgs) | \$4,325.00 | \$1,568.91 | \$2,756.09 | \$11.99 | (\$5.48) |  |  |  |  |  |  |  |  |  | \$1,562.40 |
| 10001 Executive (space rental fees; cony/print charges) |  | \$70.00 | \$580.00 |  |  |  |  |  |  |  |  |  |  | \$70.00 |  |
| Executive (space rental fees; copy/print charges) 10002 communications | \$650.00 | \$77.26 | \$322.74 |  |  |  |  | \$77.26 |  |  |  |  |  |  |  |
| 10003 Internal Operations | \$100.00 | \$0.00 | \$100.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| 10006 Elections | \$250.00 | \$660.00 | - $\$ 410.00$ |  |  |  | \$660.00 |  |  |  |  |  |  |  |  |
| 20001 Benefits \& Policy Committee | \$100.00 | \$0.00 | \$100.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| 20002 Education Committee | \$100.00 | \$0.00 | \$100.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| 20003 Staff Recognition and Awards | \$1,400.00 | \$1,731.01 | -\$331.01 |  |  |  |  |  | \$820.00 |  | \$434.01 |  |  |  | \$477.00 |
| 30001 President's Address to Staff | \$225.00 | \$2,212.08 | -\$1,987.08 |  |  |  |  | \$1,774.20 | \$263.30 | \$49.60 |  |  |  |  | \$124.98 |
| 30003 EA Staff Forums Support | \$2,100.00 | \$1,057.98 | \$1,042.02 |  |  |  |  |  |  |  | \$275.00 | \$135.46 |  |  | \$647.52 |
| TOTAL Expenses | \$9,650.00 | \$7,377.24 | \$2,272.76 | \$11.99 | (\$5.48) | \$0.00 | \$660.00 | \$1,851.46 | \$1,083.30 | \$49.60 | \$709.01 | \$135.46 | \$0.00 | \$70.00 | \$2,811.90 |
| FY 2021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Expense Categories | 2020-2021 Budget | YTD Expense | Balance | July | August | September | October | November | December | January | February | March | April | May | June |
| 10000 Administrative (food for mtgs) | \$1,500.00 | \$947.26 | \$552.74 |  |  |  |  |  | \$29.28 | \$488.62 | \$377.66 |  |  |  | \$51.70 |
| 10001 eres |  | \$0.00 | \$100.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| Executive (space rental fees; copy/print charges) | \$100.00 | \$90.00 | \$4100.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| 10002 Communications | \$500.00 | \$90.00 | \$410.00 |  |  |  |  |  | \$50.00 | \$40.00 |  |  |  |  |  |
| 10003 Internal Operations | \$100.00 | \$0.00 | \$100.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| 10006 Elections | \$600.00 | \$0.00 | \$600.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| 20001 Personnel Policy | \$100.00 | \$0.00 | \$100.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| 20002 Education | \$100.00 | \$0.00 | \$100.00 |  |  |  |  |  |  |  |  |  |  |  |  |
| 20003 Staff Recognition and Awards | \$2,200.00 | \$737.31 | \$1,462.69 |  |  |  |  |  |  | \$488.32 |  |  |  |  | 248.99 |
| 30001 President's Address to Staff | \$2,500.00 | \$207.57 | \$2,292.43 |  |  |  |  | \$187.57 | \$20.00 |  |  |  |  |  |  |
| 30002 CARE Fund | \$450.00 | \$0.00 | \$450.00 |  |  |  |  |  |  |  |  |  |  |  |  |



|  | 20001 Personnel Policy | \$100.00 | \$0.00 | \$100.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | 20002 Education | \$100.00 | \$0.00 | \$100.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 20003 Staff Recognition and Awards | \$2,200.00 | \$110.00 | \$2,090.00 |  |  |  |  |  | \$110.00 |  |  |  |  |  |  |  |
|  | 30001 President's Address to Staff | \$2,500.00 | \$1,665.00 | \$835.00 |  |  |  | \$1,290.00 | \$375.00 |  |  |  |  |  |  |  |  |
|  | 30002 CARE Fund | \$450.00 | \$0.00 | \$450.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| TOTAL | penses | \$9,650.00 | \$9,479.83 | \$170.17 | \$324.50 | 55.44 | \$30.00 | \$1,290.00 | \$850.16 | \$488.95 | \$516.11 | 50.00 | \$1,344.35 | \$376.80 | \$56.00 | \$4,197.52 |  |
| 2015-2016 | Expense Categories | 2015-16 Budget | YTD Expense | Balance | July | August | September | October | November | December | January | February | March | April | May | June |  |
|  | 10000 Administrative (food for mtgs) | \$2,500.00 | \$4,124.01 | -\$1,624.01 |  | \$276.97 | \$656.17 | \$418.37 | \$366.75 | \$355.30 | \$140.00 | \$249.05 | \$263.00 |  | \$723.00 | \$675.40 |  |
|  | 10001 Executive | \$100.00 | \$0.00 | \$100.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 10002 Communications | \$1,000.00 | \$0.00 | \$1,000.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 10003 Internal Operations | \$100.00 | \$0.00 | \$100.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 10006 Elections | \$600.00 | \$0.00 | \$600.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 20001 Personnel Policy | \$100.00 | \$0.00 | \$100.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 20002 Education | \$100.00 | \$0.00 | \$100.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 20003 Staff Recognition and Awards | \$2,200.00 | \$94.45 | \$2,105.55 |  |  |  |  |  | \$94.45 |  |  |  |  |  | \$1,345.20 |  |
|  | 30001 President's Address to Staff | \$2,500.00 | \$2,224.12 | \$275.88 |  |  |  |  | \$1,999.12 |  | \$225.00 |  |  |  |  |  |  |
|  | 30002 CARE Fund | \$450.00 | \$0.00 | \$450.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| TOTAL | penses | \$9,650.00 | \$7,787.78 | \$1,862.22 | \$0.00 | \$276.97 | \$656.17 | \$418.37 | \$2,365.87 | \$449.75 | \$365.00 | \$249.05 | \$263.00 | \$0.00 | \$723.00 | \$2,020.60 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | $\begin{aligned} & \$ 4,436.65 \\ & \$ 2,843.83 \end{aligned}$ |
| 2014-2015 | Expense Categories | 2014-15 Budget | YTD Expense | Balancd |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 10000 Administrative | \$2,500.00 | \$2,145.9 | \$354.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 10001 Executive 10002 communications | $\$ 100.00$ $\$ 1,000.00$ | \% $\begin{gathered}\text { S0.09 } \\ \$ 164.97\end{gathered}$ | \$100.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 10002 Internal Operations | \$1,000.00 $\$ 100.00$ | \$164.00 | S835.0) $\$ 100.00$ |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 10006 Elections | \$600.00 | \$0.00 | \$600.0¢ |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 20001 Personnel Policy | \$100.00 | \$0.00 | \$100.0 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 20002 Education | \$100.00 | \$0.00 | \$100.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 20003 Staff Recognition and Awards | \$2,200.00 | \$2,679.02 | - $\$ 479.0$ |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 30001 President's Address to Staff | \$2,500.09 | \$2,257.99 | \$242.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| TOTAL | 30002 CARE Fund | \$450.00 $\$ 9,650.00$ | \$0.09 $\$ 11,030.8$ | - ${ }_{\text {\$1,350.00 }}$ |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | food expenses | 2014-15 | 353.25 | 477.69 | 398.1 | 480.22 | 401.29 | 190.24 | 402.44 | \$461.15 | \$455.07 | \$400.70 | \$416.50 |  |
|  |  |  |  | fooderpenses | 2013-14 | 102.96 | 272.59 | 278.49 | 238.58 | 261.74 | 321.78 | 103.36 | 386.44 | 386.44 | 23.12 | 468.33 |  |
| 2013-2014 | Expense Categories | 2013-14 Budget | 2013-14 Actual | Balance |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 10000 Administrative | \$2,500.00 | \$4,093.81 | \$1,593.81 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 10001 Executive | \$100.00 | \$0.00 | \$100.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 10002 Communications | \$1,000.00 | \$252.53 | \$747.47 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 10003 Internal Operations 10006 Elections | $\$ 100.00$ $\$ 600.00$ | $\$ 0.00$ $\$ 0.00$ | $\$ 100.00$ $\$ 600.00$ |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 20001 Personnel Policy | \$100.00 | \$0.00 | \$100.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |

$\begin{array}{lrr}20002 \text { Education } & \begin{array}{r}\$ 100.00 \\ \$ 2,200.00\end{array} & \begin{array}{r}\$ 0.00 \\ \$ 1,177.05\end{array} \\ 20003 \text { Staff Recognition and Awards } & \begin{array}{r}\$ 100.00 \\ \$ 1,022.95\end{array}\end{array}$

| 30001 President's Address to Staff | $\$ 2,500.0$ | $\$ 1,860.40$ | $\$ 600$ |
| :--- | ---: | ---: | ---: |
| 30002 CARE Fund | $\$ 450.00$ | $\$ 0.00$ | $\$ 450.00$ |

