

EA R1: Approval of the 2022-2023 Operating Budget

- 2 Abstract: This is the operating budget for the EA 2022-2023 legislative session.
- 3 Sponsored by: Jessica Withers, Vice Chair for Operations & Finance
- 4 Reviewed by: Executive Committee, August 30, 2022
- 5 Whereas, Article IV, Section 1 of the Charter of the Employee Assembly grants the Assembly
- 6 "authority and control over its own policies, operations, and maintenance"; and

7

1

- 8 Whereas, the Employee Assembly Vice Chair for Operations and Finance is charged with the
- 9 responsibility of maintaining and updating the Employee Assembly's Operating Budget each legislative session; and

11

Whereas, the source of funds for the Employee Assembly's administrative budget is the Division of University Relations; and

14 15

Whereas, these funds are intended to support the EA, its meetings, committees, events, and elections; and

16 17 18

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

20 21 22

19

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.

232425

26

- 27 Respectfully Submitted,
- 28 Jessica Withers, Vice Chair for Operations & Finance

29

30 Addendum 1: budget

31

FY 2023 Operating Budget Employee Assembly G933702

Summary Total Income \$9,650.00 \$0.00 **\$9,650.00 Total Expenses** Income/Expense

Income Categories

Transfer from University Relations \$9,650.00 \$0.00 **\$9,650.00** Other

TOTAL Income

| 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 Executive (space rental fees; copy/print charges) | \$650.00 | | \$650.00 | | | | | | | | | | | | |
| 10002 Communications | \$400.00 | | \$400.00 | | | | | | | | | | | | |
| 10003 Internal Operations | \$100.00 | | \$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; copy/print charges) | \$650.00 | \$70.00 | \$580.00 | | | | | | | | | | | \$70.00 | |
| 10002 Communications | \$400.00 | \$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 | | \$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 | Jun |
|---|------------------|-------------|------------|------|--------|-----------|---------|----------|----------|----------|----------|-------|-------|-----|--------|
| 10000 Administrative (food for mtgs) | \$1,500.00 | \$947.26 | \$552.74 | | | | | | \$29.28 | \$488.62 | \$377.66 | | | | \$51.7 |
| 10001 Executive (space rental fees; copy/print charges) | \$100.00 | \$0.00 | \$100.00 | | | | | | | | | | | | |
| 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 | | | | | 248.9 |
| 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 | | | | | | | | | | | | |

| | 30003 EA Staff Forums Support | \$1,500.00 | \$3,001.80 | -\$1,501.80 | \$95.00 | | \$1,873.53 | | | | | | \$832.12 | | | \$201.15 |
|---------|---|------------------------|------------------|----------------------|--------------------|---|------------|------------------|----------|---|-----------------|---|---|------------|---|------------|
| TOTAL E | · | \$9,650.00 | \$4,983.94 | \$4,666.06 | \$95.00 | \$0.00 | \$1,873.53 | \$0.00 | \$187.57 | \$99.28 | \$1,016.94 | \$377.66 | \$832.12 | \$0.00 | \$0.00 | \$501.84 |
| FY 2020 | | | | | | | | | | | | | | | | |
| FT 2020 | Expense Categories | 2019-20 Budget | YTD Expense | Balance | July | August | September | October | November | December | January | February | March | April | May | June |
| | 10000 Administrative (food for mtgs) | \$3,000.00 | | -\$1,462.63 | , | \$636.54 | \$537.75 | \$663.61 | \$216.55 | \$808.46 | \$442.33 | \$677.53 | \$479.86 | - - | , | |
| | 10001 | | | | | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | 7001110 | 7000.02 | 7 | 7000.10 | ¥ | 7011100 | 7 | | | |
| | Executive (space rental fees; copy/print charges) | \$100.00 | \$154.13 | -\$54.13 | \$69.99 | | | | | | | | | | | \$84.1 |
| | 10002 Communications | \$500.00 | \$70.61 | \$429.39 | \$50.80 | | | | \$19.81 | | | | | | | ψο2 |
| | 10003 Internal Operations | \$100.00 | | \$100.00 | 700.00 | | | | 7-0-0- | | | | | | | |
| | 10006 Elections | \$600.00 | | \$600.00 | | | | | | | | | | | | |
| | 20001 Personnel Policy | \$100.00 | | \$100.00 | | | | | | | | | | | | |
| | 20002 Education | \$100.00 | | \$100.00 | | | | | | | | | | | | |
| | 20003 Staff Recognition and Awards | \$2,200.00 | | \$820.05 | | \$1,379.95 | | | | | | | | | | |
| | 30001 President's Address to Staff | \$2,500.00 | | \$1,841.33 | | + =/01 0100 | | \$658.67 | | | | | | | | |
| | 30002 CARE Fund | \$450.00 | | \$450.00 | | | | 7000.0. | | | | | | | | |
| | 30003 EA Staff Forums Support | ψ 15010C | φο.σσ | Ţ .56.66 | | | | | | | | | | | \$427.50 | \$117.3 |
| TOTAL E | | \$9,650.00 | \$7,270.82 | \$2,379.18 | \$120.79 | \$2,016.49 | \$537.75 | \$1,322.28 | \$236.36 | \$808.46 | \$442.33 | \$677.53 | \$479.86 | \$0.00 | \$427.50 | \$201.4 |
| | | ψογοσοίου | ψ7)270.02 | 42,073.20 | V 220.73 | ψ2,010.13 | ψ507175 | V1/022.20 | Ψ200.00 | φοσοι το | ψ <u>2.00</u> | φοσ | ψ 17 3.00 | φοίου | ψ.L7.50 | Ψ201. |
| FY 2019 | | | | | | | | | | | | | | | | |
| | Expense Categories | 2018-19 Budget | YTD Expense | Balance | July | August | September | October | November | December | January | February | March | April | May | Jun |
| | 10000 Administrative (food for mtgs) | \$3,000.00 | | -\$2,208.93 | \$196.35 | \$658.30 | \$198.50 | \$725.90 | \$217.93 | \$52.75 | \$502.24 | \$556.73 | \$533.24 | \$273.99 | \$1,089.00 | \$204.0 |
| | 10001 | , , | | | · | | | | | • | | | · | • | . , | |
| | Executive (space rental fees; copy/print charges) | \$100.00 | \$1,579.85 | -\$1,479.85 | | \$293.78 | | \$48.80 | \$48.80 | \$153.80 | \$48.80 | \$226.86 | \$97.60 | \$35.00 | \$386.41 | \$240.0 |
| | 10002 Communications | \$500.00 | \$151.18 | \$348.82 | | ¥==== | | 7.0.00 | 7.0.00 | 7 = 2 2 | 7.0.00 | 7===- | 70 | 700.00 | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | \$151.1 |
| | 10003 Internal Operations | \$100.00 | | \$100.00 | | | | | | | | | | | | |
| | 10006 Elections | \$600.00 | \$202.40 | \$397.60 | | | | | | | \$202.40 | | | | | |
| | 20001 Personnel Policy | \$100.00 | \$41.37 | \$58.63 | | | | \$21.37 | | | \$202.10 | \$20.00 | | | | |
| | 20002 Education | \$100.00 | \$0.00 | \$100.00 | | | | ¥==:- | | | | 7=0.00 | | | | |
| | 20003 Staff Recognition and Awards | \$2,200.00 | \$1,135.15 | \$1,064.85 | \$1,050.00 | | | | | | \$85.15 | | | | | |
| | 30001 President's Address to Staff | \$2,500.00 | | \$355.90 | , , | | | \$2,437.35 | \$240.00 | -\$533.25 | , | | | | | |
| | 30002 CARE Fund | \$450.00 | \$450.00 | \$0.00 | | | | 7-7 101 100 | 7-10100 | 7000 | | | | | | \$450.0 |
| TOTAL E | | \$9,650.00 | | -\$1,262.98 | \$1,246.35 | \$952.08 | \$198.50 | \$3,233.42 | \$506.73 | -\$326.70 | \$838.59 | \$803.59 | \$630.84 | \$308.99 | \$1,475.41 | \$1,045.18 |
| | | 40,000.00 | ¥=0/0==000 | <i>+-,</i> | , -, - · · · · · · | 700-00 | 7-00-00 | 70,-00::- | 4000 | *************************************** | ******** | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | 4000.00 | + -, | 7-/- |
| FY 2018 | | | | | | | | | | | | | | | | |
| | Funence Categories | 2017 2019 Budget | VTD Evmanas | Dolomos | to be | August | Comtourhou | Ostobou | Nevember | Dagamban | lam.com. | Fahmiam. | Manah | A!1 | Man | li in |
| | Expense Categories | 2017-2018 Budget | YTD Expense | Balance | July | August | September | October | November | December | January | February | March | April | May | June |
| | 10000 Administrative (food for mtgs) | \$3,000.00 | \$4,838.77 | -\$1,838.77 | \$63.76 | \$210.82 | \$541.56 | \$506.34 | \$461.64 | \$613.84 | \$737.35 | \$198.60 | \$548.09 | \$627.62 | \$224.15 | \$105.0 |
| | 10001 | | | 4000.00 | | | | | | | | | | | | |
| | Executive (space rental fees; copy/print charges) | \$100.00 | \$905.84 | -\$805.84 | | | | | \$52.42 | \$167.70 | \$30.00 | \$105.00 | \$311.19 | \$170.00 | \$69.53 | |
| | 10002 Communications | \$500.00 | \$3,770.93 | -\$3,270.93 | \$68.10 | | | \$3,655.26 | | | | | | | | \$47.5 |
| | 10003 Internal Operations | \$100.00 | | -\$270.00 | , | \$370.00 | | | | | | | | | | |
| | 10006 Elections | \$600.00 | \$105.00 | \$495.00 | | | | | | | | | \$45.04 | \$59.96 | | |
| | 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 | \$312.85 | \$1,887.15 | | | | | | | | \$74.95 | \$49.00 | \$188.90 | | |
| | 30001 President's Address to Staff | \$2,500.00 | \$1,471.37 | \$1,028.63 | | | | \$1,471.37 | | | | | | | | |
| | 30002 CARE Fund | \$450.00 | \$360.00 | \$90.00 | | | | . , | | | | | | \$360.00 | | |
| TOTAL E | xpenses | \$9,650.00 | \$12,134.76 | -\$2,484.76 | \$131.86 | \$580.82 | \$541.56 | \$5,632.97 | \$514.06 | \$781.54 | \$767.35 | \$378.55 | \$953.32 | \$1,406.48 | \$293.68 | \$152.57 |
| Y 2017 | | . , | - ' | | • | • | • | | • | • | • | • | • | | | |
| | Expense Categories | 2016-17 Budget | YTD Expense | Balance | July | August | September | October | November | December | January | February | March | April | May | Jun |
| | 10000 Administrative (food for mtgs) | \$2,500.00 | \$4,044.13 | -\$1,544.13 | \$324.50 | | \$30.00 | | \$475.16 | \$378.95 | \$516.11 | | \$1,344.35 | \$376.80 | \$56.00 | \$542.2 |
| | 10001 Executive | \$100.00 | \$0.00 | \$100.00 | | | | | | | | | | | | |
| | | | | 4 | | 4 | | | | | | | | | | \$3,655.2 |
| | 10002 Communications | \$1,000.00 | \$5.44 | \$994.56 | | \$5.44 | | | | | | | | | | ع.ردی,دچ |
| | 10002 Communications 10003 Internal Operations | \$1,000.00 \$100.00 | \$5.44 \$0.00 | \$994.56 \$100.00 | | \$5.44 | | | | | | | | | | \$3,033.2 |

| | 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 | \$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 EX | rpenses | \$9,650.00 | \$9,479.83 | \$170.17 | \$324.50 | \$5.44 | \$30.00 | \$1,290.00 | \$850.16 | \$488.95 | \$516.11 | \$0.00 | \$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 | | -\$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 EX | kpenses | \$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 |

\$4,436.65 \$2,843.83

| 2014-2015 | Expense Categories | 2014-15 Budget | YTD Expense | Balance |
|-----------|------------------------------------|----------------|-------------|-------------|
| | 10000 Administrative | \$2,500.00 | \$2,145.97 | \$354.03 |
| | 10001 Executive | \$100.00 | \$0.00 | \$100.00 |
| | 10002 Communications | \$1,000.00 | \$164.97 | \$835.03 |
| | 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 | \$2,679.02 | -\$479.02 |
| | 30001 President's Address to Staff | \$2,500.00 | \$2,257.98 | \$242.02 |
| | 30002 CARE Fund | \$450.00 | \$0.00 | \$450.00 |
| TOTAL E | xpenses | \$9,650.00 | \$11,030.81 | -\$1,380.81 |

food expenses 2014-15 2013-14 353.25 477.69 398.1 480.22 401.29 190.24 402.44 \$461.15 \$455.07 \$400.70 \$416.50 102.96 272.59 278.49 238.58 261.74 321.78 103.36 386.44 386.44 23.12 468.33

| 2013-2014 | Expense Categories | 2013-14 Budget | 2013-14 Actual | Balance |
|-----------|-------------------------|----------------|----------------|-------------|
| 10 | 000 Administrative | \$2,500.00 | \$4,093.81 | -\$1,593.81 |
| 10 | 001 Executive | \$100.00 | \$0.00 | \$100.00 |
| 10 | 002 Communications | \$1,000.00 | \$252.53 | \$747.47 |
| 10 | 003 Internal Operations | \$100.00 | \$0.00 | \$100.00 |
| 10 | 006 Elections | \$600.00 | \$0.00 | \$600.00 |
| 20 | 001 Personnel Policy | \$100.00 | \$0.00 | \$100.00 |

| 20002 Education 20003 Staff Recognition and Awards | \$100.00 \$2,200.00 | \$0.00 \$1,177.05 | \$100.00 \$1,022.95 |
|--|------------------------|----------------------|------------------------|
| 30001 President's Address to Staff | \$2,500.00 | \$1,860.40 | \$639.60 |
| 30002 CARE Fund | \$450.00 | \$0.00 | \$450.00 |
| OTAL Expenses | \$9,650.00 | \$7,383.79 | \$2,266.21 |
| | | | |
| | | | |