



EA R2: Approval of the 2023-2024 Operating Budget

Abstract: This is the operating budget for the EA 2022-2023 legislative session.

Sponsored by: Kate Supron, Vice Chair for Operations & Finance

Reviewed by: Executive Committee, August 28, 2023, 5-0-0

Whereas, Article IV, Section 1 of the Charter of the Employee Assembly grants the Assembly “authority and control over its own policies, operations, and maintenance”; and

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

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

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

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

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.

Respectfully Submitted,

Kate Supron, Vice Chair for Operations & Finance

Addendum 1: budget

FY 2024 Operating Budget

Employee Assembly

G933702

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

| Income Categories | |
|------------------------------------|-------------------|
| Transfer from University Relations | \$9,650.00 |
| Other | \$0.00 |
| TOTAL Income | \$9,650.00 |

FY 2024

| Expense Categories | | 2023-2024 Budget | YTD Expense | Balance | July | August | September | October | November | December |
|---------------------------|---|-------------------------|--------------------|-------------------|-------------|---------------|------------------|----------------|-----------------|-----------------|
| 10000 | Administrative (food for mtgs) | \$2,600.00 | \$0.00 | \$2,600.00 | | | | | | |
| 10001 | Executive (space rental fees; copy/print charges) | \$650.00 | \$0.00 | \$650.00 | | | | | | |
| 10002 | Communications | \$500.00 | \$0.00 | \$500.00 | | | | | | |
| 10003 | Internal Operations | \$200.00 | \$0.00 | \$200.00 | | | | | | |
| 10006 | Elections | \$400.00 | \$0.00 | \$400.00 | | | | | | |
| 20001 | Benefits & Policy Committee | \$100.00 | \$0.00 | \$100.00 | | | | | | |
| 20002 | Education Committee | \$100.00 | \$0.00 | \$100.00 | | | | | | |
| 20003 | Staff Recognition and Awards | \$1,700.00 | \$0.00 | \$1,700.00 | | | | | | |
| 30001 | President's Address to Staff | \$1,700.00 | \$0.00 | \$1,700.00 | | | | | | |
| 30003 | EA Staff Forums Support | \$1,700.00 | \$0.00 | \$1,700.00 | | | | | | |
| TOTAL Expenses | | \$9,650.00 | \$0.00 | \$9,650.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

FY 2023

| Expense Categories | | 2022-2023 Budget | YTD Expense | Balance | July | August | September | October | November | December |
|---------------------------|---|-------------------------|--------------------|-------------------|-------------|---------------|------------------|----------------|-----------------|-----------------|
| 10000 | Administrative (food for mtgs) | \$4,325.00 | \$2,634.99 | \$1,690.01 | \$105.00 | | \$446.65 | \$202.20 | \$987.40 | \$725.45 |
| 10001 | Executive (space rental fees; copy/print charges) | \$650.00 | \$483.46 | \$166.54 | | | | | | |
| 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 | | | | | | |

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|-----------------------|------------------------------|------------|------------|------------|----------|------------|----------|----------|------------|----------|
| 20002 | Education Committee | \$100.00 | \$0.00 | \$100.00 | | | | | | |
| 20003 | Staff Recognition and Awards | \$1,400.00 | \$1,690.02 | -\$290.02 | \$712.00 | \$118.00 | | | \$94.10 | |
| 30001 | President's Address to Staff | \$1,225.00 | \$1,461.02 | -\$236.02 | | | | | | |
| 30003 | EA Staff Forums Support | \$1,100.00 | \$1,531.88 | -\$431.88 | | \$960.00 | | | \$125.00 | |
| TOTAL Expenses | | \$9,650.00 | \$7,801.37 | \$1,848.63 | \$817.00 | \$1,078.00 | \$446.65 | \$202.20 | \$1,206.50 | \$725.45 |

FY 2022

| Expense Categories | | 2021-2022 Budget | YTD Expense | Balance | July | August | September | October | November | December |
|-----------------------|---|------------------|-------------|-------------|---------|----------|-----------|----------|------------|------------|
| 10000 | Administrative (food for mtgs) | \$4,325.00 | \$1,568.91 | \$2,756.09 | \$11.99 | (\$5.48) | | | | |
| 10001 | Executive (space rental fees; copy/print charges) | \$650.00 | \$70.00 | \$580.00 | | | | | | |
| 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 | \$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 |
| 30001 | President's Address to Staff | \$225.00 | \$2,212.08 | -\$1,987.08 | | | | | \$1,774.20 | \$263.30 |
| 30003 | EA Staff Forums Support | \$2,100.00 | \$1,057.98 | \$1,042.02 | | | | | | |
| 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 |

FY 2021

| Expense Categories | | 2020-2021 Budget | YTD Expense | Balance | July | August | September | October | November | December |
|-----------------------|---|------------------|-------------|-------------|---------|--------|------------|---------|----------|----------|
| 10000 | Administrative (food for mtgs) | \$1,500.00 | \$947.26 | \$552.74 | | | | | | \$29.28 |
| 10001 | Executive (space rental fees; copy/print charges) | \$100.00 | \$0.00 | \$100.00 | | | | | | |
| 10002 | Communications | \$500.00 | \$90.00 | \$410.00 | | | | | | \$50.00 |
| 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 | | | | | | |
| 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 | | | |
| TOTAL Expenses | | \$9,650.00 | \$4,983.94 | \$4,666.06 | \$95.00 | \$0.00 | \$1,873.53 | \$0.00 | \$187.57 | \$99.28 |

FY 2020

| Expense Categories | | 2019-20 Budget | YTD Expense | Balance | July | August | September | October | November | December |
|-----------------------|---|-------------------|-------------------|--------------------|-----------------|-------------------|-----------------|-------------------|-----------------|-----------------|
| 10000 | Administrative (food for mtgs) | \$3,000.00 | \$4,462.63 | -\$1,462.63 | | \$636.54 | \$537.75 | \$663.61 | \$216.55 | \$808.46 |
| 10001 | Executive (space rental fees; copy/print charges) | \$100.00 | \$154.13 | -\$54.13 | \$69.99 | | | | | |
| 10002 | Communications | \$500.00 | \$70.61 | \$429.39 | \$50.80 | | | | \$19.81 | |
| 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 | \$1,379.95 | \$820.05 | | \$1,379.95 | | | | |
| 30001 | President's Address to Staff | \$2,500.00 | \$658.67 | \$1,841.33 | | | | \$658.67 | | |
| 30002 | CARE Fund | \$450.00 | \$0.00 | \$450.00 | | | | | | |
| 30003 | EA Staff Forums Support | | | | | | | | | |
| TOTAL Expenses | | \$9,650.00 | \$7,270.82 | \$2,379.18 | \$120.79 | \$2,016.49 | \$537.75 | \$1,322.28 | \$236.36 | \$808.46 |

FY 2019

| Expense Categories | | 2018-19 Budget | YTD Expense | Balance | July | August | September | October | November | December |
|-----------------------|---|-------------------|--------------------|--------------------|-------------------|-----------------|-----------------|-------------------|-----------------|------------------|
| 10000 | Administrative (food for mtgs) | \$3,000.00 | \$5,208.93 | -\$2,208.93 | \$196.35 | \$658.30 | \$198.50 | \$725.90 | \$217.93 | \$52.75 |
| 10001 | Executive (space rental fees; copy/print charges) | \$100.00 | \$1,579.85 | -\$1,479.85 | | \$293.78 | | \$48.80 | \$48.80 | \$153.80 |
| 10002 | Communications | \$500.00 | \$151.18 | \$348.82 | | | | | | |
| 10003 | Internal Operations | \$100.00 | \$0.00 | \$100.00 | | | | | | |
| 10006 | Elections | \$600.00 | \$202.40 | \$397.60 | | | | | | |
| 20001 | Personnel Policy | \$100.00 | \$41.37 | \$58.63 | | | | \$21.37 | | |
| 20002 | Education | \$100.00 | \$0.00 | \$100.00 | | | | | | |
| 20003 | Staff Recognition and Awards | \$2,200.00 | \$1,135.15 | \$1,064.85 | \$1,050.00 | | | | | |
| 30001 | President's Address to Staff | \$2,500.00 | \$2,144.10 | \$355.90 | | | | \$2,437.35 | \$240.00 | -\$533.25 |
| 30002 | CARE Fund | \$450.00 | \$450.00 | \$0.00 | | | | | | |
| TOTAL Expenses | | \$9,650.00 | \$10,912.98 | -\$1,262.98 | \$1,246.35 | \$952.08 | \$198.50 | \$3,233.42 | \$506.73 | -\$326.70 |

FY 2018

| Expense Categories | | 2017-2018 Budget | YTD Expense | Balance | July | August | September | October | November | December |
|--------------------|--------------------------------|------------------|-------------|--------------------|---------|----------|-----------|----------|----------|----------|
| 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 |

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|-----------------------|---|------------|-------------|--------------------|----------|----------|------------|------------|----------|----------|
| 10001 | Executive (space rental fees; copy/print charges) | \$100.00 | \$905.84 | -\$805.84 | | | | | \$52.42 | \$167.70 |
| 10002 | Communications | \$500.00 | \$3,770.93 | -\$3,270.93 | \$68.10 | | \$3,655.26 | | | |
| 10003 | Internal Operations | \$100.00 | \$370.00 | -\$270.00 | | \$370.00 | | | | |
| 10006 | Elections | \$600.00 | \$105.00 | \$495.00 | | | | | | |
| 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 | \$312.85 | \$1,887.15 | | | | | | |
| 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 | | | | | | |
| TOTAL Expenses | | \$9,650.00 | \$12,134.76 | -\$2,484.76 | \$131.86 | \$580.82 | \$541.56 | \$5,632.97 | \$514.06 | \$781.54 |

FY 2017

| Expense Categories | | 2016-17 Budget | YTD Expense | Balance | July | August | September | October | November | December |
|-----------------------|--------------------------------|----------------|-------------|--------------------|----------|--------|-----------|------------|----------|----------|
| 10000 | Administrative (food for mtgs) | \$2,500.00 | \$4,044.13 | -\$1,544.13 | \$324.50 | | \$30.00 | | \$475.16 | \$378.95 |
| 10001 | Executive | \$100.00 | \$0.00 | \$100.00 | | | | | | |
| 10002 | Communications | \$1,000.00 | \$5.44 | \$994.56 | | \$5.44 | | | | |
| 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 | \$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 Expenses | | \$9,650.00 | \$9,479.83 | \$170.17 | \$324.50 | \$5.44 | \$30.00 | \$1,290.00 | \$850.16 | \$488.95 |

| 2015-2016 | Expense Categories | 2015-16 Budget | YTD Expense | Balance | July | August | September | October | November | December |
|-----------|--------------------------------|----------------|-------------|--------------------|------|----------|-----------|----------|----------|----------|
| 10000 | Administrative (food for mtgs) | \$2,500.00 | \$4,124.01 | -\$1,624.01 | | \$276.97 | \$656.17 | \$418.37 | \$366.75 | \$355.30 |
| 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 | | | | | | |

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|-----------------------|------------------------------|------------|------------|------------|--------|----------|----------|----------|------------|----------|
| 20003 | Staff Recognition and Awards | \$2,200.00 | \$94.45 | \$2,105.55 | | | | | | \$94.45 |
| 30001 | President's Address to Staff | \$2,500.00 | \$2,224.12 | \$275.88 | | | | | \$1,999.12 | |
| 30002 | CARE Fund | \$450.00 | \$0.00 | \$450.00 | | | | | | |
| TOTAL Expenses | | \$9,650.00 | \$7,787.78 | \$1,862.22 | \$0.00 | \$276.97 | \$656.17 | \$418.37 | \$2,365.87 | \$449.75 |

| 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 Expenses | | \$9,650.00 | \$11,030.81 | -\$1,380.81 |

| | | | | | | |
|---------------|---------|--------|--------|--------|--------|--------|
| food expenses | 2014-15 | 353.25 | 477.69 | 398.1 | 480.22 | 401.29 |
| | 2013-14 | 102.96 | 272.59 | 278.49 | 238.58 | 261.74 |

| 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 | \$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 | \$1,177.05 | \$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 |
| TOTAL Expenses | \$9,650.00 | \$7,383.79 | \$2,266.21 |