



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						

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

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						

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