**Finance Committee Report**

**November 16, 2014**

The Finance Committee met on September 12 & November 14, 2014.

**September 2014 Financials**

The current financials shows a deficit of $156,078, compared to a budgeted deficit for 2014 of $294,630. The balance of cash, cash equivalents, and investments held by CSUEU as of 9/30/14 was approximately $5.2 million, approximately a ten month reserve.

**CSUEU 2014 Budget Recap**

We are in our fourth (4th) year of .50 Unity Fund rebate from the SEIU International (~$450,000 per year). The CSUEU Board hired a new Executive Director, Brian K. Lee who officially started in mid-January 2014. The budget included hiring of another SLRR. However, Lois Kugelmass announced her retirement and two of our LRRs became temporary SLRRs to start the CSUEU Contract Bargaining process until March when one of them, Jo Ann Juarez Salazar resigned from CSUEU employment. Upon the completion of the hiring process for a new SLRR, Joseph Jelincic III was selected and became Chief Negotiator for CSUEU during Contract Bargaining. The search for a new LRR for SoCal was completed and John Biancardi was hired. Megali Kincaid was hired as a SLRR to fill vacancy in SLRR due to Lois Kugelmass retirement. There were two other staff retirements and both of those positions have been filled as of the writing of this report. The Legislative position was extended by the Board in June 2013 to July 2014 and currently extended through the end of 2014. This position is being added to the budget for 2015 as a staff position. The Meeting and Travel went over this year due to the addition of another Board Meeting in May at the Board of Trustees Meeting. Also, Bargaining was projected to end by contract expiration date, June 30 but was extended for two more months which meant more travel for Bargaining Team. Lobby Day was to be funded by reimbursement from the Issues PAC but there were not enough funds to provide full reimbursement as the campaign for more PAC contributions did not occur but will be led by Organizing Committee in the near future.

**GENERAL COUNCIL 2015 INDIRECT COSTS**

CSEA Member Benefits profits will be used to offset the indirect costs to the Affiliates for the upcoming General Council Meeting in 2015. CSUEU portion is usually between 9-10% or about $50,000. This is good news as each Affiliate will now only be responsible for their Delegates travel; per diem and accommodations. General Council is scheduled for October 10-11, 2015 at the Red Lion Hotel Woodlake, Sacramento, CA.

**Outstanding Travel Advances**

CSEA Accounting continues to work with Chapter Finance to coordinate advances for both HQ & Chapter. We have reduced our overall liability in this area by over 50%. We currently have $21,370.10 in outstanding advances with 65% in the over 121 days, the majority of which are from prior General Council advances. Jamie Steele in Accounting will be sending out letters again at the end of this month to those members with advances over 90 days old.

**Chapter Budgets/Forfeitures**

There are currently no Chapters in forfeiture status.

Chapters with a Petty Cash account must submit a copy of bank statements to Chapter Finance, Patty Volo, pvolo@calcsea.org. Those documents for the 3rd Quarter were due to Patty Volo by October 20, 2014 & for the 4th Quarter, January 20, 2015.

**Chapter Travel Advances**

Chapter Finance will no longer accept requests for Travel Advances via e-mail for an individual or multiple individuals. Each individual must complete the Chapter Travel Advance Form, sign and fax or scan and e-mail the form to Patty Volo, pvolo@calcsea.org . This is so that each individual accepts responsibility for the funds being advanced and the requirements for clearing the advance.

**Chapter End of Year Audit Materials**

The Committee has included a copy of these materials in your binders behind Tab 8. Chapters can submit what is needed before the end of January 2014 for audit purposes. Please remember that a signed Copy of the Chapter Bylaws will only be required if there are any changes or if there is a change in Chapter Officers during the audit year, then a new signature page updating the current E-Board Officers will be required. So, if there is a change in your E-Board after the upcoming Chapter Elections and you have already submitted the form, you will need to send an updated signature page with signatures of your new Officers to Chapter Finance. The Checklist and required forms will be e-mailed to Chapters by November 30, 2014.

**Chapter Grant Requests**

The Chapter Grant line item is funded solely by chapter forfeitures.

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| --- | --- | --- | --- | --- | --- |
| DATE | CHAPTER |  | PURPOSE | AMOUNT | OUTCOME |
| 2/13/14 | 308 | Stanislaus | IRP Quarterly Mtg | $500.00 | Approved |
| 3/11/14 | 306 | East Bay | CSUEU Bargaining 4/2-4 | $750.00 | Approved |
| 4/13/14 | 305 | San Francisco | Steward Training | $1000.00 | Cancelled |
| 6/2/14 | 314 | Dominguez Hills | CSUEU Bargaining 6/10-12 | $500.00 | Approved |
| 6/9/14 | 305 | San Francisco | Jackets for Chapter Leadership | $850.00 | Denied |
| 6/16/14 | 308 | Stanislaus | Membership Drive Luncheon | $500.00 | Denied |

The Finance Committee would like to remind Chapters that grant requests are to be submitted to VP for Finance at least 30 days prior to the anticipated event/activity, not several days before or even a week before the event. This is stated on the Grant Request form as it takes time for the Committee to review. If a Chapter submits a request and it is denied but want to then apply for another event or item, a new grant request must be submitted.

**Statewide Supplement**

During this period, there was only one supplement requested for Contract Bargaining at CSU Northridge, July 16-18. A supplement of $500 was approved for this Chapter to help pay for boxed lunches during Noon time rally and march for over 200 represented members.

**Board of Directors Online Registration-http://www.csueuguardian.org**

Board and Committee members need to be reminded that in addition to registering for events on Guardian, you also need to use Guardian to make any changes to arrival time or date so that Dayna can be notified and make the necessary adjustments.

The Board approved the use of Guardian to register **ALL** Committee meetings. This practice has been in force now and the Finance Committee will continue to work with Dayna to make improvements as needed.

**SWABIZ & DIRECT BILLING FOR HOTEL**

Currently Swabiz privileges are limited to the Board of Directors only. Direct bill has been expanded to include Bargaining Team, Committee and BUC meetings.

**Treasurer’s Training**

If you have a new Treasurer, please let me know so the appropriate Finance Committee member liaison can come out to do a one-on-one training. Send me an e-mail, lorettas@csueu.org or call me (415) 244-7288. Treasurers’ Training for new Presidents and Treasurers will be held during our March 2015 Board Meeting. If Chapters would like for their Vice Presidents to also received Treasurer Training, the expenses for travel, per diem and accommodations will be paid for by the Chapter.

**CSUEU 2015 Budget**

The Finance Committee submitted a balanced budget for 2015 which includes all staff positions filled with the exception of the Legislative Advocate which was added at Step 3. It also includes an increase in Travel and Meetings due to the Statewide Election Meeting (200+ people); Member training for Board Retreat after Statewide Election; as well as General Council in October 2015. The Board discussed and approved the 2015 CSUEU Budget as presented on Saturday, November 15, 2014.

Finally, the Finance Committee, in consultation with the Legislative Committee recommends that the Board approve 100% of the $.50 political action transfer to go to the CSUEU Issues PAC immediately to ensure there will be enough funds to reimburse Lobby Day 2015. Currently, the transfer of the $.50 is 70% to Issues PAC and 30% to Candidate PAC.

Respectfully submitted,

Loretta Seva’aetasi, VP for Finance