



TREASURER HANDBOOK

As of June 2021



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INTRODUCTION

Web pages and files linked in this document:

Finance Committee Home Page

<http://www.csueu.org/Home/AboutCSUEU/Committees/Finance.aspx>

All Finance Committee Forms on the Web

<https://www.csueu.org/Resources/Library.aspx?EntryId=144>

Chapter Expense Claim

https://www.csueu.org/Resources/Library.aspx?Command=Core_Download&EntryId=174x

Chapter Check Request & PO

https://www.csueu.org/Resources/Library.aspx?Command=Core_Download&EntryId=173

Chapter Advance Request

https://www.csueu.org/Resources/Library.aspx?Command=Core_Download&EntryId=163

Chapter Grant Request

https://www.csueu.org/Resources/Library.aspx?Command=Core_Download&EntryId=172

Annual Chapter Budget Form

https://www.csueu.org/Resources/Library.aspx?Command=Core_Download&EntryId=165

Chapter Inventory

https://www.csueu.org/Resources/Library.aspx?Command=Core_Download&EntryId=171

Equipment Checkout Form

https://www.csueu.org/Resources/Library.aspx?Command=Core_Download&EntryId=169

Equipment Surplus Lost Stolen Form

https://www.csueu.org/Resources/Library.aspx?Command=Core_Download&EntryId=170

This handbook is designed to assist chapter treasurers and executive officers in the day-to-day financial functions needed to meet the requirements of your elected position as required by law and CSUEU Policy File.

Throughout this handbook, you will gain a comprehensive understanding of the terminology, processes and forms required and used while working with CSEA Chapter Finance, also known as Central Accounting. By utilizing these services, you and all officers will have more time for organizing and representing your chapter, its members and CSUEU.

While working with and utilizing Chapter Finance, you will find that the requirements and reporting for your chapter is much less time consuming and confusing, compared to maintaining your own chapters' records and finances. Essentially, by utilizing these services, your chapter has its own bookkeeping and finance service on hand, specifically for your chapter's use and guidance.

Chapter Finance (CSEA) will perform the following functions for you:

- Maintain a chapter checking account
- Deposit monthly dues checks and other income items
- Issue payments (with approval) - Contact officers for approval if approvals are missing
- Process Expenses (with approval) - Contact officers for approval if approvals are missing
- Reconcile Bank Accounts
- Issue Monthly Financial Reports
- Issue Quarterly Financial Reports
- Issue Annual Financial Reports
- Issue Annual General Ledger Reports
- Maintain and Store Chapter Financial Records for 7 Years
- Work with CPA Audit Firms
- Review chapter financial items for consistency and policy adherence
- Track and report chapter advance balances
- Work with CSUEU to prevent double advance payments to members and complete advance repayments across accounting systems
- File annual Electronic 990 Forms with the IRS (if revenue is less than \$50,000 annually)
- Verify all chapter financial items meet and

If you have questions, please contact Patty Volo at pvolo@calcsea.org - (916) 326-4239. You may also contact the Finance Committee member assigned to your chapter. All chapter expense claims and scanned receipts can be emailed to ChapterFinance@csueu.org.

DUTIES OF THE CHAPTER TREASURER

Duties of the Chapter Treasurer

Since all CSUEU Chapters utilize the services of Chapter Finance the need for extensive bookkeeping and accounting of funds is minimize, to allow you to use your time performing other chapter duties, such as recruiting and holding informational meetings. Most of your Chapter's financial records and reporting requirements are maintained and completed for you by Chapter Finance.

The chapter treasurer is the chief financial officer of the chapter and, as such, must maintain accurate records of all chapter financial activities. Generally, the chapter treasurer duties are as follows:

- Custodian of all assets and records (inventory) of the chapter.
- Reviews and approves all chapter expenditures for accuracy and completion.
- Reviews all financial reports for errors in coding or application.
- Prepares background material and estimates based on chapter experience and other sources for use in drafting the annual budget.

CHAPTER

EXPENSES

This section will:

- Outline the CSUEU Policy File guidelines for proper chapter expenses that can be approved for chapter payment processing.
- Outline and define “Coding Chapter Expenses”
- Explain which form to complete for chapter expenses
- Offer information how to complete these forms
- Define chapter expense claims versus other chapter expenditures
- Explain and review forms for accuracy prior to approval
- Explain how to submit forms properly for processing through Chapter Finance
- All forms can be located and completed electronically via the CSUEU Website

NOTE: Keep a copy of all items submitted for your records. CSUEU Policy File:

“510.01 Necessary Expenses”

“The most economical use of CSUEU funds, consistent with the convenience of the claimant and the schedule for the meeting, is the standard to be used in determining whether expenses claimed are necessary. Expenses may include travel, lodging, and meals and other expenses as authorized by the CSUEU Chief of Staff. (BD 35/04/08)”

For Chapters, the authorizing individuals are to be listed in the chapters’ bylaws. Chapter Finance will seek approvals from the Chapter President and Treasurer or Secretary/Treasurer on all chapter expense items.

Please see “Coding Chapter Expenses” for items appropriate for chapter expenditure. If something does not fall within the scope of these codes, please contact Chapter Finance to ensure that the item is to be a chapter expense. It is possible that if there is uncertainty about an expense, it may be something that the Division is responsible for.

Coding Chapter Expenses

General

Accurate allocation of expenses serves several purposes. It simplifies the procedure for completing the quarterly reports, simplifies the year-end audit, and allows the treasurer to spot trends in overspending in particular areas, so that he/she may inform the executive committee. The account headings are provided below for all chapter expenses and **these account headings are required since they are also on the quarterly financial reports.**

INCOME ACCOUNTS

3001	Dues Revenue
3002	Interest
3003	Other Income

EXPENSE (DISBURSEMENT) ACCOUNTS

Local Operations

5101	Chapter Meetings
5102	Chapter E-Board Meetings
5103	Officer's Stipends
5104	Newsletter/Website
5105	Job Stewards
5106	Member Recruitment
5107	Campus/Unit Meetings
5108	Chapter Elections

Regional Operations

5202	Community Relations
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Statewide Activity

5302	CSUEU Board of Directors Meetings
5305	CSUEU/BUC Meetings

Other Expense

5401	Training
5402	Travel Advances
5403	Telephone
5404	Supplies
5405	Postage
5406	Publications
5408	Equipment Maintenance/Rental
5409	Equipment Purchases
5411	Miscellaneous Expense - Chargeable
5413	Affiliate Dues and Meetings

5100 Local Operations - All local (chapter) operations are charged to these accounts.

5101 Chapter Meetings - All expenses incurred in conducting chapter meetings, such as general membership and committee meetings of the chapter. Expenses include room rental, food, announcements, and any other expenses incurred directly as a result of having a meeting. Gifts and gift cards are non-chargeable expenses and must be kept to a minimum and need to be listed as door prizes. **Examples: Monthly/Quarterly Meetings**

5102 Chapter E-Board Meetings - All expenses incurred in conducting chapter executive committee meetings. Expenses include meals and travel expense or other direct costs relating to executive committee meetings. **Example: Executive Board Meetings**

5103 Officer's Stipend - Used to offset out of pocket expenses of the chapter officers, usually the president. Contact Chapter Finance for more information on the use of this account. **Example: Telephone Charges**

5104 Newsletter/Website - All costs involved in publishing a chapter newsletter and maintaining a website, including supplies, printing, mailing labels, and postage are charged to this account. NOTE: Your chapter website can be linked to CSEA/CSU Web Page. **Example: Domain name annual cost**

5105 Job Stewards - This is for costs associated with chapter steward activity, such as steward meetings, training for stewards, grievance meetings and any other related expenses, including **business cards**. Statewide steward training, when required to hold chapter or statewide office, is normally covered by CSUEU. Contact the VP for Finance for more information, if needed.

5106 Member Recruitment - Costs involved in member recruitment and retention. **Examples: Monetary rewards, appreciation gifts, New Employee Orientation.**

5107 Campus/Unit Meetings - This account is used for special meetings **at campus locations** with chapter members for a specific reason regarding activities such as unit activities, rallies, bargaining activities, meet and confer, etc.

5108 Chapter Elections - Costs to the chapter in conducting elections, including elections of officers and unit reps. Include any costs billed by the Association. **Note: Elections are held every 3 years, so no budget is required during non-election years.**

5200 Regional Operations - These accounts are used for expenses incurred as a result of regional activities.

5202 Community Relations - Charges to this account include such items as donations to non-political charities, nonprofit organizations and special funds. **Example:** CSEA Foundation. Political donations are prohibited at the chapter level.

5300 Statewide Activities - These accounts are for the costs of sending chapter leaders to the various statewide meetings of the Association. All chapters are encouraged to provide representation of their members by participating in the statewide activities of the Association. Chapters should prioritize those activities that will be important to their members. Rather than sending one representative to everything, a chapter may choose to send two representatives to select meetings.

5302 CSUEU Board of Directors Meetings - This account is for the costs of attending all CSUEU Board of Directors meetings.

5305 CSUEU/BUC Meetings - This account is for any chapter costs incurred to attend meetings of CSUEU Council, Bargaining Unit meetings, conferences, committees, and any other affiliate meetings for which the chapter incurs costs.

5400 Other Expenses

5401 Training - This account is for costs incurred for member training and conferences. **Examples: Leadership Conference, Treasurer's Training, etc.** However, job steward training should be charged to job steward expense, account 5105.

5402 Travel Advances - This account is set up for any money issued as an advance prior to a meeting or event before actual costs are incurred. Expense claims must be submitted with receipts upon completion of travel or the money repaid. All advances should be listed when writing checks, and when a travel claim is submitted a credit for the advance should be posted. **No funding should be allocated to this line item for budget purposes.**

5403 Telephone - Telephone costs are charged to this account. This includes the entire cost of a cell phone, or a phone if located in a chapter office, and long distance and message unit charges incurred by chapter officers. All reimbursements for telephone expenses must have backup documentation indicating the party called, the date, and purpose of call. **Example: Internet connection service.**

5404 Supplies - Miscellaneous supplies, such as notepaper, pens, letterhead, etc. are charged to this account. DO include equipment purchases that are **up to \$200.00**. DO NOT include supplies (paper, labels) for production of the chapter newsletter.

5405 Postage - This account is for postage costs such as stamps and certified letters, unless the postage is for a specific mailing such as a newsletter or a chapter meeting notice. Then it should be charged to 5101 or 5104, whichever is the appropriate account.

5406 Publications - This account is for the cost of any publications purchased by the chapter such as books, pamphlets, and newspapers.

5408 Equipment Maintenance/Rental - This account is for equipment rented or leased by the chapter, and the maintenance of chapter equipment. **Examples: Copiers, fax machines, computers and related supplies and equipment (i.e., toner, ink, repairs, etc.)**

5409 Equipment Purchases - This account is for the purchase of equipment such as computers, phones, file cabinets, tape recorders, etc. **that cost more than \$200.00.** An updated inventory should be completed and submitted to CSEA headquarters.

5411 Miscellaneous Expense - Chargeable - Expenses that are unique to the chapter or do not fall into another category go into this account. **Examples: Items purchased for represented members.**

5413 Affiliate Dues and Meetings - Example: Central Labor Council.

EXPENSE

CLAIMS

Chapter Expense Claim Forms

For quickest processing and turnaround of your claims, they must be completed properly with all correct information. Chapter Finance tries to adhere to a 7-10 day rule with expense claims (checks mailed within 7-10 business days from receipt of the expense claim – where applicable).

All claim forms MUST contain the following information (see numbered items on next pages for further instructions):

- * Chapter (claims will be delayed if we need to research which chapter you belong to)
- * Name (We must be able to read your full name. Please write legibly)
- * Address (We need your address to verify that we have the correct current address for you)
- * Signature (be sure to sign your claim form)
- * Approvals - All Chapter Expense Claim forms must be signed by the appropriate Executive Board members, normally the President and Treasurer. If the claim is for the President or Treasurer then another E-Board member must sign. All chapter expenditures over \$50.00 must be approved by the chapter E-Board, and recorded in chapter minutes.
- * ORIGINAL RECEIPTS (photocopies will NOT be accepted – at any time)
- * Sign in Sheets - Be sure to submit sign in sheets for meeting expenses. Note on additional claims, for the same event, if sign in sheets have previously been submitted.
- * Distribution of gift items such as: Gift Cards and Door Prizes – Documentation is required and must include recipients name and item.
- * Submit the original claim form, along with one copy.

A Chapter Expense Claim form should be filed within 14 days after purchase or date of meeting/event. A Chapter Expense Claim form must also be submitted to clear any type of advance.

		California State University Employees Union Chapter Finance 1108 "O" Street, Suite #315 Sacramento, CA 95814		Expense Claim CHAPTER 1	
Name (print)	2			Date	3
Mailing Address	4		City	Zip	
Date	5				
Location	6				
Time Depart	7				
Time Return	8				
Activity					
	9				
Expense Code	10				
	LODGING	LODGING	LODGING	LODGING	
1. Room	11				
2. Incidentals	12				
	MEALS	MEALS	MEALS	MEALS	
3. Breakfast	13				
4. Lunch	14				
5. Dinner	15				
	TRAVEL	TRAVEL	TRAVEL	TRAVEL	
6. Common Carrier	16				
7. Airporter	17				
8. Personal Car	18				
9. Parking	19				
10. Bridge Tolls	20				
	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	
11. Taxi cabs	21				
12. Tele/telegrams	22				
13. Other (explain)	23				
TOTAL		\$0.00	\$0.00	\$0.00	
Date	Comment				
24					
Date Paid			I hereby certify that this is a true statement of expenses incurred by me in accordance with current policy of CSUEU during the period of this claim, that all items shown were official business of CSUEU and that no expenses herein were received or paid from any other source.		
Check Number					
Expense	27				
			Signature	25	
			Title	26	
			Total expense this page	28	
			Total attached pages	29	
Comments:			Grand total expenses	30	
			Less – travel advances	31	
			Balance Due Member	32	
			Balance Due Chapter		
		CHAPTER APPROVAL	President	Treasurer	

Print 2 copies. Send 1 copy to Chapter Finance for approval and payment. Retain 1 copy.

Instructions for Chapter Expense Claims:

1. Be sure to include your chapter number.
2. Include your full name - without this information, we cannot reimburse you or properly apply your expenses.
3. Date claim completed.
4. Your full mailing address. "On File" is not acceptable. Your claim will be delayed if this information is not provided. We use this information to verify that our records are correct at ALL TIMES.
5. Date – Please be sure to use the correct date of the activity that you would like to be reimbursed for. This is also where you would write each night of lodging.
6. Location – If traveling out of town, please write the city/town that you are traveling to, rather than just the campus or location name (i.e., labor council office).
7. Time Depart – This is used when traveling to determine meal per diem eligibility. Please complete with the time you left your workplace to arrive at your destination.
8. Time Return – This is used in the same manner as the time departs line, for meals per diems, in particular. It is also used to determine the need for lodging, when traveling out of your home town/city.
9. Activity – Please give a brief description of the activity. This allows us to code the expense in the chapters' general ledgers properly.
10. Expense – If you know the proper General Ledger code for the activity, write it here. If not, leave it blank.
11. Room – Total room/lodging/hotel expense to include ONLY room, taxes and surcharges. DO NOT include tips, movies, room service, meals, etc. Lodging should not be charged if residence is within 40 miles.
12. Incidentals – This is allowable up to \$10.00 per night WITH lodging charges. If there was no lodging on this date, you are not eligible for this reimbursement. Incidentals are considered to be items such as tips for luggage handling, maid service, concierge, airporter shuttle, taxis, etc. in relation to your lodging.

MEALS – If you are purchasing meals for more than one person, be sure to list each person's name in the comment section of the expense claim, or attach sign-in sheets from the meeting/event.

13. Breakfast - This is allowable up to \$10.00 per day. May not be claimed as per diem if your departure is after 8:00 am or if you return is before 8:00 am. To claim the per diem amount, receipts are not necessary with proof of travel.
14. Lunch – This is allowable up to \$15.00 per day. May not be claimed as per diem if your departure is after 12:00 pm or if your return is before 12:00 pm. To claim the per diem amount, receipts are not necessary with proof of travel.

15. Dinner – This is allowable up to \$25.00 per day. May not be claimed as per diem if your departure is after 7:00 pm or if your return is before 7:00 pm. To claim the per diem amount, receipts are not necessary with proof of travel.
16. Common Carrier – This is to be used for reimbursement of tickets purchased to travel via airplane, train or bus to reach your destination. You must provide a receipt that shows how your ticket was paid.
17. Airporter – Also known as shuttle, Uber, Lyft, super shuttle, air shuttle, etc. This is for charges incurred using the service provided to shuttle you from the airport to your hotel/meeting place. DO NOT INCLUDE TAXI CAB FARE. **Any shuttle expense over \$15.00 requires a receipt.**
18. Personal Car – If you travel to your destination by driving your car, you are eligible for mileage reimbursement at the rate the IRS has determined for the given year. Refer to the IRS website: <http://www.irs.gov/> for the current rate. **If you are traveling far distances in lieu of flying, you will be reimbursed for the rate of an airline ticket, as purchased by other members for the same travel destination on the same dates.**

For example: If an airline ticket through Southwest Airlines costs \$289.00 round trip from Los Angeles to Sacramento, you will be allowed up to \$289.00 in mileage reimbursement. Your mileage reimbursement calculation may be a substantially larger amount than the airfare. However, you will only be reimbursed up to the amount of the airline ticket purchase.
19. Parking – Parking expenses will be reimbursed for up to \$5.00 without a receipt.
20. Bridge Tolls – Bridge tolls are reimbursable without receipts.
21. Taxi Cabs – Original receipts must be submitted for reimbursement – Tips not included – See #12 - Incidentals.
22. Tele/Telegrams – Charges for telephone and fax (telegrams) use are reimbursable with proper support. You must list the date, place and party called for all charges over \$1.00. If the expense is for cell phone reimbursement, you must provide a full copy of the original bill and proof of payment. Each individual chapter will determine the allowable amounts and charges that will be reimbursed for cell phones.
23. Other – This line is for any other actual and necessary expense. The chapter executive committee must approve the reimbursement prior to processing. This line must be explained on the comments section of the expense claim (24 below) and supported with proper documentation (i.e., original receipts, sign in sheets, etc.).
24. Please use this section to explain any item that needs an explanation such as how many miles you traveled when claiming mileage. It is also used to explain whom you purchase meals for, if your meal charges are for more than one person. Use this section for explanation of miscellaneous expenses.
25. Be sure to sign this form!
26. The title you hold within the chapter (president, secretary, member, etc.). This is not your job title at work.

27. This section should remain blank. It is for the use of Chapter Finance/Accounting. Do not write in this section.
28. The total expenses being claimed on THIS page. Leave blank if you aren't sure.
29. Total of all pages attached. (Page 2 and subsequent pages would have the total in section 28 (above) then page one would have page 2's (and all other cumulative) total on this line. If you aren't sure, leave it blank.
30. Add section 28 and 29 to reach a grand total. If you are not sure, leave it blank.
31. If you have a travel advance, list the amount here, or right "apply".
32. Balance Due – This is the total of your expenses minus total advances. If there is a balance due to the member, a check will be issued. If there is a balance due include a check, cashier's check or money order with your claim, made payable to the chapter. Do not mail cash.
33. Approvals - All Chapter Expense Claim forms must be signed by the appropriate Executive Board members, normally the President and Treasurer. If the claim is for the President or Treasurer then another E-Board member must sign. All chapter expenditures over \$50.00 must be approved by the chapter E-Board, and recorded in chapter.

VENDOR PAYMENT REQUEST

Vendor Payment Request Form Usage

A Vendor Payment Request form is used to request payment from chapter funds directly to a vendor for an unpaid invoice. For items already paid for by a chapter member, please submit a Chapter Expense Claim form. A vendor payment can be requested by **completing the Vendor Payment Request form** and submitting by fax, mail or email to Chapter Finance (chapterfinance@csueu.org).

For a Payment Request to be processed, it must be accompanied by an invoice or bill that has not already been paid.

For quickest processing and turnaround of your requests, forms must be completed properly. Chapter Finance tries to adhere to a 7-10 day rule for Vendor Payment Request forms (checks mailed within 7-10 business days from receipt of the request).

All check request forms **MUST** contain the following information (see numbered items on next pages for further instructions):

- * Chapter (claims will be delayed if we need to research which chapter you belong to)
- * Name (please write legibly, we must be able to read your full name)
- * Approvals – All Payment Request forms must be signed by the appropriate Executive Board members, normally the President and Treasurer. **All chapter expenditures over \$50.00 must be approved by the chapter E-Board, and recorded in chapter minutes.**
- * Invoice/Bill that the check request is being issued for.



California State University Employees Union
Chapter Finance
1108 'O' Street, Suite #315
Sacramento, CA 95814

VENDOR PAYMENT REQUEST

Chapter 1

Recommended by (name)	2	Date	3
-----------------------	---	------	---

President's approval	4	Date	5
----------------------	---	------	---

Treasurer's approval	6	Date	7
----------------------	---	------	---

CHECK REQUEST

Make check payable to:

8

Date Paid 9

Check number 10

Expense 11

Quantity	Description of Purchase and Activity	Price	Amount
----------	--------------------------------------	-------	--------

12

13

14

15

PURCHASE ORDER

Date	P. O. #	Delivery
------	---------	----------

To:	16	Ship to:
-----	----	----------

Quantity	Description of Purchase and Activity	Price	Amount
----------	--------------------------------------	-------	--------

Submit in Duplicate Keep copy for your files.

1. Always remember to include your chapter number. Without this information, Chapter Finance will need to research what chapter you are in and your request will be delayed.
2. Recommended by – This is where YOUR name goes.
3. Date – This is the date that you are completing this form.
4. President Approval – Required for all check request/purchase orders. Without this signature, your request will be delayed until Chapter Finance can obtain the approval.
5. Date – The date that the president has signed approval.
6. Treasurer – Required for all check request/purchase orders. Without this signature, your request will be delayed until Chapter Finance can obtain the approval.
7. Date – The date that the treasurer has signed approval.
8. Make Check Payable to – Use vendor name.
9. Date Paid – Leave blank, this is for use of Chapter Finance.
10. Check Number – Leave blank, this is for use of Chapter Finance.
11. Expense – If you know the expense code that is to be used for this chapter expenditure, fill it in. If not, leave blank for Chapter Finance.
12. Quantity – Use only if needed. Usually, there is no need to use this column on the form. Most times, the invoice or bill will list this information. If you would like to complete the form in its entirety, use this section.
13. Description - In this section, list invoice number, date, activity, item being purchased, for who and why. Use multiple lines, if needed. If you are requesting payment for more than one invoice for the same payee, list each one here, with all required information.
14. Price – Similar to Quantity. Use if needed. This section is for price per person or price per item.
15. Amount – The amount that the check is to be issued. If you are attaching more than one invoice/bill for the same payee, list each price (total) here. After each invoice is listed, write the grand total here, beneath the last line item.
16. Purchase Order – To be used if the vendor requires a Purchase Order number. Fill in this section. Then, when you receive the invoice, you can attach it to the Check Request and fill in the Check Request portion above.

REQUEST FOR CHAPTER ADVANCE

Request for Chapter Advance

The purpose of a Chapter Advance is to alleviate members and chapter officers from having to pay any out-of-pocket expenses to assist the chapters in their daily functions in support of CSUEU.

While chapter advances are listed on the budget form, this is not an item to be budgeted with an amount. The goal of the 5402 Travel Advance code is to maintain a \$0 balance at all times.

All advances must be cleared, within 30 days after the scheduled event/travel, by submitting original receipts and a completed Chapter Expense Claim form. Any funds not used must be returned to the chapter in form of cashier's check, money order or personal check. **No further advances can be issued if prior advances are not fully accounted for. For advances not paid after will be sent a 1099 and advance will still need to be paid.** Prior to any advance being issued, records will be reviewed for any outstanding advances of more than 30 days with CSEA or CSUEU.

Advances for multiple events and/or travel will not be accepted. An individual form should be submitted for each event or travel.

Advances can be requested by **completing the Chapter Advance form** and submitting by fax, mail or email to Chapter Finance (chapterfinance@csueu.org). When unable to get original approval signatures you may obtain approval via email and attach proof to Advance form when submitting to Chapter Finance.

All Chapter Advances must be signed by the appropriate Executive Board members, normally the President and Treasurer. If advance is for the President or Treasurer then another E-Board member must sign. **All chapter expenditures over \$50.00 must be approved by the chapter E- Board, and recorded in chapter minutes.**

Please request 7-10 days in advance.

	California State University Employees Union										
	Chapter Finance										
	1108 'O' Street, Suite #315										
	Sacramento, CA 95814										
Request for Chapter Advance											
	Chapter		1								
Date:	2										
Payable to:	3		Member #	4							
Chapter Title:	5		Phone #	6							
Send Check To (address)	7										
Amount Request	8		Overnight Mail:	9							
Meeting Attendance	10		Location:	11							
Departure Date:	12		Return Date:	13							
Other Purpose:	14										
15	Member must return to the chapter documentation and any excess money within 30 days after expenses are incurred. If the advance is not accounted for and any excess money repaid, you are requested to report to the IRS the amount owing as income. This action does not relinquish your debt. No further advances can be issued until past due amounts are cleared.										
By signing below, I agree to the terms above											
Signature	16		Date	17							
<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Advance Approval</td> <td style="width: 30%;">Chapter President</td> <td style="width: 40%;"></td> </tr> <tr> <td></td> <td>Chapter Treasurer</td> <td></td> </tr> </table>						Advance Approval	Chapter President			Chapter Treasurer	
Advance Approval	Chapter President										
	Chapter Treasurer										
For Chapter Finance Use Only											
Date											
Check #											
A/R Account	18										
Prior Advances Outstanding											
Submit in Duplicate Keep copy for your files.											

1. Chapter Number – Please always include this information. Without it, the advance may be delayed.
2. Date – This is the date that the request is being completed.
3. Payable To – This is the name of the individual that the advance is to be issued. **One form per person.**
4. Member # - Leave blank.
5. Chapter Title – The position that is held by the payee within the chapter. For example, treasurer, member, president, etc.
6. Phone Number – Please complete this section in case there are any questions and we need to reach you.
7. Send Check to Address: - The address that the payee wishes to have the check sent to. Checks cannot be sent overnight to a PO Box.
8. Amount Requested – The amount of advance that is to be issued.
9. Overnight Mail – Chapters who choose to have checks sent overnight will be responsible for paying those extra charges.
10. Meeting Attending – If the advance is for a meeting, this is the specific name of the meeting (i.e., Board of Directors, Finance Committee, etc.)
11. Location – If the advance is for travel, this is the location the payee will be traveling to.
12. Departure Date
13. Return Date
14. Other Purpose – If the advance is to be issued for any other purpose, the information should be completed in this section. If there is a specific date that the advance is needed please indicate the date in this section.
15. This information explains how advances work and what the member is agreeing to be bound by.
16. Signature – Advance Request forms must be signed by the person to receive the advance funds. **They are agreeing to be bound by the guidelines as described in this guide as well as those set forth by CSUEU Policy File.**
17. Date
18. This space is to be left blank for Chapter Finance.

You will receive a 1099 to report to the IRS the amount owed as income. **This action does not relinquish your debt.**

CHAPTER GRANTS AND SUPPLEMENTS

Request for Chapter Grant

CSUEU shall maintain a CSUEU Chapter Grant fund. Monies in this account, if available, are exclusively for the distribution by CSUEU for chapter grants under rules established by CSUEU. Chapter grants may be requested for a variety of reasons, including, but not limited to, equipment purchases and special events. Chapter grants are intended to supplement chapter funds for unplanned events and/or expenditures. Chapters should not be dependent upon the grant process to fund routine chapter activities. Those activities should be planned and accounted for during the annual chapter budgetary process. Chapter Grants can be requested by **completing the Chapter Grant forms** and submitting by fax, mail or email to Chapter Finance (chapterfinance@csueu.org).

Chapter grant requests are reviewed based on use of grant and current fund balance. Incomplete requests will delay the review.

Chapters should limit grant requests to two per year: One statewide activity and one chapter related activity. Exceptions will be reviewed on a case-by-case basis. **Due to uncertain availability of funds only a limited number of grant requests may be funded.**

Chapter grants are funded by the forfeitures of all chapters. The following guidelines have been established based on the number of represented employees per chapter:

1. Up to 400 represented employees: \$750/grant request
2. 401 – 800 represented employees: \$1,000/grant request
3. 801+ represented employees: \$1,250/grant request

Grants may **only** be requested for germane expenditures including:

1. Statewide activities, including sending additional members to events such as CSUEU Council Meetings, CSEA Board of Directors meetings, Bargaining Unit Council meetings and CSU Board of Trustees meetings.
2. Expenses incurred in conducting chapter general membership and/or committee meetings, including banquet charges, announcements and any other expenses incurred directly as a result of having the meeting(s).
3. Chapter steward activity, such as periodic meetings, steward training, and grievance meetings.
4. Newsletters and/or websites, including the costs involved in publishing a chapter newsletter and maintaining a website, and supplies, printing, mailing, labels and postage.
5. Member training.
6. Publications such as books, pamphlets and newspapers purchased for the chapter.

Chapter grant requests **CANNOT** be approved for:

1. Any type of political activities, including Get Out to Vote, Lobby Day, political rallies and attendance of electoral events **(Chapters are prohibited from encumbering ANY expenses for ANY type of political activity. All requests for political action funding must be presented to the CSUEU Board of Directors.)**



CSUEU Chapter Grant Request Form

Chapter:

Campus:

Request for (include short statement explaining purpose of grant and attach any supporting documents for proposed expenditure):

Equipment Purchase:

Special Event (include date of event):

Other:

List past grants received this calendar year:

Date

Event

Amount of Requested Funds (Total) \$

Chapter President: _____ Sign: _____

2nd Chapter Officer: _____ Sign: _____

Submit the following **30 days prior** to anticipated event:

- Chapter Grant Request Form
- Chapter Grant Budget Form (page 3)
- Current Financial Statement

Submit the following **within 30 days** after event:

- Chapter Grant Report
- Chapter Grant Budget Form (page 3)
- Current Financial Statement

Send to:
Vice President for Finance
120 K Street
Sacramento, CA 95811



CSUEU Chapter Grant Budget

Complete this form indicating the expenditure lines to be augmented, under Grant Amount Requested column. Annual Budgeted Amount column is the Chapter's latest approved annual budgeted amounts. Submit the completed Chapter Grant Budget with the completed Grant Request Form to the Vice President for Finance **at least 30 days prior** to the anticipated event/activity.

Chapter:

Campus:

Date:

Line Item	Annual Budgeted Amount	Grant Amount Requested	Revised Total
5101 Chapter Meetings			
5102 Chapter E-board Meetings			
5103 Officer's Stipend			
5104 Newsletter/Website			
5105 Job Stewards			
5106 Member Recruitment			
5107 Campus/Unit Meetings			
5108 Chapter Elections			
5202 Community Relations			
5301 General Council			
5302 CSUEU Board of Director Meetings			
5304 CSEA Committee Meetings			
5305 CSUEU/BUC Meetings			
5401 Training			
5403 Telephone			
5404 Supplies			
5405 Postage			
5406 Publications			
5407 Rent			
5408 Equipment Maintenance/Rental			
5409 Equipment Purchases			
5410 Service Charges			
5411 Misc Expense Chargeable			
5412 Misc Expense Non-Chargeable			
5413 Affiliate Dues and Meetings			
Totals			

Annual Revenue: \$

Current Account Balance: \$

Submit a copy of most current Chapter Financial Statement

Submitted By (Chapter President) _____ Date

Signature

Send the completed Chapter Grant Budget with the completed Chapter Grant Request Form to:
 Vice President for Finance, CSUEU
 120 K Street, 2nd Floor
 Sacramento, CA 95814



CSUEU Chapter Grant Report

The Chapter Grant Report should contain a synopsis of the activity/expenditure covered by the grant. Please include an exact accounting of the grant money in your report. Submit copies of receipts with report.

Submit the completed Chapter Grant Report to the Vice President for Finance **no later than 30 days** following the date expenditures are made. Failure to complete the Grant Report will place the chapter in forfeiture until the amount of the chapter grant is recovered.

Chapter President to give a verbal report on grant awarded at the next Board of Director's Meeting.

Chapter:

Campus:

Date:

Description of activity/expenditure:

Submitted By (Chapter President and/or Treasurer) _____
Date _____
Signature _____

**Send the completed Chapter Grant Report to:
Vice President for Finance, CSUEU
120 K Street, 2nd Floor
Sacramento, CA 95814**

Request for Chapter Statewide Supplement

A Chapter Statewide Supplement may be requested for a **Statewide activity** that a Chapter is hosting i.e. full contract bargaining or a statewide campaign (excluding statewide elections). The request is made via e-mail by the Chapter President to the VP for Finance stating the specific activity, what the Chapter is planning to provide and how the supplement would be used for the event.

The VP for Finance will review the email request and confirm the most current financial information for the Chapter with Chapter Finance prior to responding to the Chapter. Each request for a supplement will be reviewed on a case-by-case basis.

Supplements will range from \$200 to \$600 and funding is based on the number of represented employees per chapter:

1. Up to 400 represented employees: \$200/grant request
2. 401 – 800 represented employees: \$400/grant request
3. 801+ represented employees: \$600/grant request

FINANCIAL ACCOUNTING AND REPORTING INFORMATION

Financial Accounting and Reporting

- **Fiscal Year.** For purposes of satisfying state and federal financial reporting and filing requirements, the fiscal year of the chapter is from January 1 to December 31, inclusive.
- **State and Federal Reports.** CSEA is responsible for handling the financial reporting to State and Federal governments. If you have any questions please contact the VP for Finance.
- **Budget.** Each chapter shall submit to headquarters a copy of its approved annual budget no later than January 31st. Note: If the annual budget is not received within **30 days** of the due date, dues income **will be held**. If the budget is not received within **60 days** of the due date, dues income **will be forfeited** until the budget is submitted.
- **Audit.** Each chapter shall submit financial records at the end of each fiscal year for an audit that must be performed by a Certified Public Accountant, with specific areas that must be addressed for the annual notice to Fair Share Fee Payers. The Vice- President of Finance makes arrangements with the CPA firm to have each chapter's audit done in conjunction with the annual CSUEU Fair Share Fee audit. Chapter Finance will send a packet of requirements prior to the end of each year. The packet of forms must be returned completed in their entirety NO LATER THAN **January 31st**.
- **Reserves.** The total accumulation of liquid assets of CSU chapters shall not exceed \$7,000. Upon written request to the VP for Finance, a chapter may be given approval to temporarily exceed the \$7,000 account limit. Liquid assets include cash accounts on deposit in financial institutions including checking and savings accounts.
- **Forfeiture.** Any chapter that fails to comply with the provisions listed for Budget, Audit and/or Reserves may forfeit its share of the dues and fees for the month in which it does not comply and for each subsequent month in which it fails to comply. Any appeals must be sent to the CSUEU VP for Finance. 30-day notices will be issued as a reminder prior to forfeiture.
- **Exceptions.** Extensions of the reporting requirement deadline for Budget may be granted for good cause by the VP for Finance. Extensions are limited to 30 days. CSUEU has designated the approval of the first extension to CSEA Chapter Finance staff.

- Reporting. Chapter Finance will issue the following financial reports to each chapter:

Monthly Reports	Will be forwarded to each chapter after receiving the bank statement from the previous month. Receipt of reports could take up to six weeks to receive from the end of the reporting month. Occasionally, there are other delays, such as software issues, accounting errors needing to be researched and corrected, bank errors, delay in receiving bank statements from the bank. This is a voluntary service offered to chapters by Chapter Finance, as chapters are not required to submit monthly chapter reports. <i>Each chapter needs to supply Chapter Finance with a list of officers who should receive copies of financial reports, including mode reporting (i.e., email, or US Postal service).</i>
Quarterly Reports	Will be forwarded approximately 45 days after the close of the quarter. 45 days allows time for thorough review for accuracy of information as listed on each chapter's reports.
Annual Reports	Will be forwarded by the last day of the second month following the end of the year. This allows additional time to review all records for accuracy prior to the CPA audit.
Annual G/L	Will be forwarded with the annual reports each year.

CHAPTER

BUDGET

PREPARATION

Preparing the Budget

No later than November 30th of each calendar year, a budget (**an estimate of expected cost**) should be prepared for each account for which there is expected activity for the next year. This budget shall be approved by the general membership of the chapter and then submitted to CSEA Chapter Finance at headquarters before January 31 of the budget year. If the annual budget is not received within **30 days** of the due date, dues income **will be held**. If the budget is not received within **60 days** of the due date, dues income **will be forfeited** until the budget is submitted.

For example, the budget for account 5101, Chapter Meetings, is developed by establishing the number of meetings, and estimating the expenses (travel, room costs, refreshments, etc.) that will be incurred at each meeting.

The budget for account 5108, Chapter Elections, will reflect the postage and paper costs in connection with notifying the members of an election, meeting costs for nominations for office, and paper and postage for balloting. If chapter elections are held every three years, the chapter may wish to level the budget by allowing for one-third of the chapter elections cost each year; otherwise, for 2 years, no budget would be necessary for chapter elections. Whatever the decision, a footnote to the budget should indicate the chapter practice in this regard.

Remember, for every account you should anticipate what you think will happen and estimate the cost of these events. When you add up the estimates for all accounts, you will have developed a chapter budget. If you have done any leveling (chapter elections, conferences, etc.) **be sure to note it.**

Lobby Day expenses are no longer allowed to be taken out of Chapter funds.

Whether or not your first draft budget now remains intact depends on the amount of chapter revenue and reserves. There are two basic sources of revenue, dues and fees, and interest income. Unless there is a change in the formula which determines the chapter's share of dues and fees revenue, it should be relatively easy to estimate what the chapter dues revenues will be for the calendar year being budgeted.

After the budget has been developed and approved, the Chapter Treasurer is required to review the actual financial activity against what was expected to happen in the budget.



California State University Employees Union
120 K St, 2nd Fl
Sacramento, CA 95814

CHAPTER BUDGET FOR

DUES INCOME

Average Monthly Dues Check x 12 = \$ -

EXPENDITURES

5101	Chapter Meetings	<u> </u>
5102	Chapter E-Board Meetings	<u> </u>
5103	Officer's Stipend	<u> </u>
5104	Newsletter/Website	<u> </u>
5105	Job Stewards	<u> </u>
5106	Member Recruitment	<u> </u>
5107	Campus/Unit Meetings	<u> </u>
5108	Chapter Elections	<u> </u>
5202	Community Relations	<u> </u>
5301	General Council	<u> </u>
5302	CSUEU Board of Directors Meetings	<u> </u>
5304	CSEA Committee Meetings	<u> </u>
5305	CSUEU/BUC Meetings	<u> </u>
5401	Training	<u> </u>
5403	Telephone	<u> </u>
5404	Supplies	<u> </u>
5405	Postage	<u> </u>
5406	Publications	<u> </u>
5407	Rent	<u> </u>
5408	Equipment Maintenance/Rental	<u> </u>
5409	Equipment Purchases	<u> </u>
5410	Service Charges	<u> </u>
5411	Miscellaneous Expense Chargeable	<u> </u>
5412	Miscellaneous Expense Non-Chargeable	<u> </u>
5413	Affiliate Dues and Meetings	<u> </u>

Total expenditures budgeted for current year	\$	-	<u> </u>
Reserves from Prior Year (ending balance)	\$	-	<u> </u>
Reserves for current year (expected carry over)	\$	-	<u> </u>
Dues Income		\$	-

Total Budget \$ -

Budget Adopted:

President:

Treasurer or Secretary/Treasurer:

Fill in Highlighted items. Any questions please call (916) 326-4268.
Send to CSEA Chapter Finance.

Instructions for Completing the CHAPTER BUDGET FORM:

Note: The form should be completed electronically so that the formulas are calculated properly. Please fill-in only the Numbered fields. The lettered fields populate automatically.

1. Enter your chapter number.
2. Enter the year for which the budget is being created. (ex. 2015)
3. Enter the average monthly dues amount.
To calculate the average, add up the total dues you have received over the past 12 months and divide the total by 12.
4. Enter dollar amounts that your chapter has planned to spend in each of the applicable accounts.

- a. You are not required to have an entry in every account.
5. For Example – If your chapter receives annual dues totaling \$4800, your chapter may spend up to \$480 total for the 3 accounts listed above.
6. Enter your “Estimated Reserves from Prior Budget.” This is the amount you have left over from the last budget. You won’t know the exact figure until the year ends, but use November’s ending balance as a guide. If you know you have expenditures in December, subtract them from November’s ending balance to arrive at the Estimated Reserves figure.
7. Enter the date the budget is presented and voted on by the members.
8. President’s Signature approving the budget
9. Treasurer or Secretary/Treasurer’s Signature approving the budget

EXPLANATION OF LETTERED FIELDS – You do not need to populate these fields. They will populate automatically as you enter items 1-5.

- A. Total Dues Income for the Budget Year
- B. The sum of your planned expenditures from all of the account codes.
- C. Budgeted Year Funds Leftover – This is the money you plan to have remaining at the end of the budget year. (Dues Income + Reserves-Expenses)

THIS FIELD SHOULD NOT BE A NEGATIVE NUMBER! If this field is negative, you have budgeted to spend too much money. Reduce your expenditures.

- D. Total Dues Income - Same as A
- E. Total Budget – The total amount of funds you have available to spend in the budget year.
- F. Actual Fields – PLEASE LEAVE THESE FIELDS BLANK. CHAPTER FINANCE WILL COMPLETE THIS SECTION AFTER YOU TURN IN THE BUDGET. ACTUAL YEAR END BALANCE WILL BE POPULATED BY CHAPTER FINANCE AT THAT TIME.

INCOME/ REVENUE

Chapter Revenue

The basic source of revenue for all chapters is the allocation to local representation provided for in the CSUEU bylaws. The CSUEU Bylaws, Division 5: Finances, 504.00 to 507.00 provisions pertain to chapter dues and chapter fiscal responsibilities.

- CSUEU chapters receive \$1.25 per member and fee payer based on months of dues/fees paid, or a minimum of \$400 per month.

All dues are collected by the CA State Controller who forwards the dues to CSUEU, and each month the chapter receives from CSUEU a register of the dues activity of the members assigned to the chapter, including a report showing the calculation of the chapter's share of dues for that month. All chapters' dues checks are issued by CSUEU by the fifth (5th) business day of the month following the month that the dues were collected. For example, January dues are paid by CSUEU by the fifth (5th) business day of February.

All chapter revenue will be deposited into your chapter's checking account by Chapter Finance on the Tuesday following receipt of the check.

Chapters in danger of forfeiting dues shall receive a 30-day written notice from the Chapter Finance office prior to forfeiting dues. The following month, if your chapter has not remedied the purpose for the 30-day notice, dues may be forfeited.

CHAPTER

INVENTORY

Inventory of Chapter Assets/Equipment

All Chapter assets over \$200 must be listed on the Chapter Inventory List. The Chapter Inventory List must include all necessary information about the assets, its location and the person responsible for said assets.

For new equipment, or other items, a completed Acquisition form must be submitted within 30 days of purchase and submitted to Chapter Finance for items that are \$200 or more.

An Equipment Acquisition/Checkout Agreement form must be completed for all Chapter equipment/assets. **Chapter equipment/assets are only to be used by Union officers and members for official Union business.**

Upon resignation, or end of term, Executive Board members must return equipment/assets. The Chapter shall update the Inventory List to reflect the return of equipment/assets.

Disposal of equipment is at the discretion of the Chapter. All electronic equipment must be returned to factory settings (wiping the hard drive). Chapters may contact the CSUEU Executive Director for further guidance on disposal or transferring of equipment.

Attach a detailed note to the annual audit about any items that need to be removed from the Inventory List.

Any equipment/assets that are damaged, lost or stolen must be immediately reported to CSUEU Headquarters.

[illegible]



EQUIPMENT ACQUISITION / CHECKOUT AGREEMENT **(for purchases of \$200 or more)**

CHAPTER :

Acquisition:

Equipment Type:

Brand Name:

Model Number:

Serial Number:

Accessories Included:

Date Acquired:

Cost:

Checkout:

I HEREBY AGREE TO THE FOLLOWING CONDITIONS AND RESTRICTIONS:

- I accept said equipment in good working condition, with all of the accessories as listed above.
- I promise to use said equipment primarily for CSUEU business.
- I promise to use said equipment in a responsible, proper, and safe manner.
- I promise to keep said equipment under my control at all times, and not to release it to, or otherwise allow anyone else to use it for non-Union use.
- I agree to return said equipment at the end of my term of office or upon request by the Chapter Executive Board.
- When said equipment is returned to the Chapter, I shall obtain the date and signature of the person accepting the equipment in the space provided below. I understand that I am not released from responsibility for said equipment until such release is obtained.
- If equipment is damaged, lost or stolen I will immediately notify the Chapter, Chapter Finance and CSUEU Headquarters

Date Checked Out:

Checked Out By:

Date Returned:

Checked In By:

Return Condition:

Items Missing:

Signature: _____

Name (print):

Phone Number:

Date:

Chapter Treasurer retains original Checkout Agreement and submits copies to Chapter Finance and CSUEU Headquarters.



EQUIPMENT DISPOSITION / LOST / STOLEN FORM

(for purchases of \$200 or more)

CHAPTER:

Check which applies:

DISPOSITION:

- For disposition of computers, remove and destroy hard drive.
- Recycle remaining computer parts.

LOST:

Description of how equipment was lost (include date and location):

STOLEN:

Description of how equipment was stolen (include date and location):

Was a police report taken?

Date Reported:

City/location of Report:

Report Number:

Equipment Type:

Brand Name:

Model Number:

Serial Number:

Accessories Included:

Signature: _____

Name (print):

Phone Number:

Date:

Verified/Received By: _____

Chapter Treasurer retains original Disposition/Lost/Stolen form and submits copies to Chapter Finance and CSUEU Headquarters. All Lost/Stolen equipment must be immediately reported to CSUEU Headquarters.

Membership Standing

Per CSUEU Bylaws:

Section 3.3. Members in Good Standing. Those members who have paid the required dues and fees in accordance with these Bylaws, who have not lost their eligibility for membership, who are not under suspension and have not been expelled shall be deemed members in good standing.