

2017-18 IAPE Budget

Category	Budget F/Y 2016-17	Estimated Expenses Full Year	Estimated Full Year Variance	Year-Over-Year Budget Change	Budget F/Y 2017-18
CWA Dues	246,461.00	207,866.69	38,594.32	22,943.00	223,518.00
Rent	31,000.00	30,463.70	536.31	3,000.00	28,000.00
Common Fees (office)	0.00	0.00	0.00	0.00	0.00
Insurance (office)	1,150.00	1,150.00	0.00	30.00	1,120.00
Utilities	1,600.00	1,621.67	(21.67)	(100.00)	1,700.00
Phone (office)	3,200.00	2,875.35	324.65	300.00	2,900.00
Phone (cell)	2,400.00	3,206.24	(806.24)	(800.00)	3,200.00
Equipment Rental	3,200.00	6,032.25	(2,832.25)	(2,800.00)	6,000.00
Legal	13,000.00	13,500.00	(500.00)	(2,000.00)	15,000.00
Payroll (full time)	103,444.00	92,304.24	11,139.76	2,069.00	101,375.00
Payroll (part-time)	23,015.00	16,327.74	6,687.26	1,015.00	22,000.00
Payroll (officers)	0.00	0.00	0.00	0.00	0.00
Payroll processing fees	2,400.00	2,940.17	(540.17)	(550.00)	2,950.00
Payroll/Taxes	40,200.00	32,059.17	8,140.83	7,700.00	32,500.00
Insurance (wrkmn comp)	591.00	591.00	0.00	231.00	360.00
Benefits	21,000.00	34,806.93	(13,806.93)	(4,000.00)	25,000.00
Annual Audit	7,700.00	8,500.00	0.00	(800.00)	8,500.00
Fixed Expenses (Total)	500,361.00	454,245.13	46,115.88	26,238.00	474,123.00
Docked Pay	0.00	0.00	0.00	0.00	0.00
Subscriptions	1,600.00	7,831.34	(6,231.34)	(1,400.00)	3,000.00
Training	4,000.00	(1,350.00)	5,350.00	1,500.00	2,500.00
Office Equipment (purchase)	3,000.00	2,745.19	254.81	3,000.00	0.00
Office Supplies	4,000.00	3,473.21	526.80	0.00	4,000.00
Postage	1,000.00	790.61	209.40	200.00	800.00
Communications	0.00	125.00	(125.00)	(125.00)	125.00
Committees	2,200.00	4,315.10	(2,115.10)	(1,800.00)	4,000.00
Board Meetings	20,000.00	25,793.94	(5,793.94)	(5,000.00)	25,000.00
Conventions	10,000.00	1,679.00	8,321.01	0.00	10,000.00
Membership Service	10,000.00	12,747.14	(2,747.14)	0.00	10,000.00
Mobilization	20,000.00	974.85	19,025.15	0.00	20,000.00
Organizing	1,500.00	0.00	1,500.00	0.00	1,500.00
Bargaining	25,000.00	13,361.12	11,638.89	0.00	25,000.00
Arbitration	5,000.00	2,656.50	2,343.50	(10,000.00)	15,000.00
Elections	5,500.00	4,594.04	905.96	(2,500.00)	8,000.00
Service Charges	0.00	0.00	0.00	0.00	0.00
Charitable Donations	7,650.00	7,788.60	(138.60)	5,150.00	2,500.00
Dues Refund	0.00	28.49	(28.49)	0.00	0.00
Miscellaneous	1,500.00	342.08	1,157.93	500.00	1,000.00
Variable Expenses (Total)	121,950.00	87,896.17	34,053.84	(10,475.00)	132,425.00
Total Expenses	622,311.00	542,141.29	80,169.71	15,763.00	606,548.00
Total (dues) Income	616,154.00	585,307.76	(30,846.25)	(57,360.00)	558,794.00
Dividends & Interest	9,000.00	19,919.10	10,919.10	10,000.00	19,000.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
Total Income	625,154.00	605,226.86	(19,927.15)	(47,360.00)	577,794.00
Operating Balance/Surplus	2,843.00	63,085.57	60,242.57	(31,597.00)	(28,754.00)

2017-18 IAPE Draft Budget Notes

The following budget line item forecasts are based on current expenses:

- Insurance (office)
- Utilities
- Phone (office)
- Phone (cell)
- Equipment Rental
- Payroll Processing Fees
- Payroll/Taxes
- Insurance (workman comp)
- Annual Audit
- Docked Pay
- Subscriptions
- Office Supplies
- Postage

CWA Dues – Dues income has been reduced significantly as a result of headcount reductions last year; the anticipated increase in our dues cap (should be 2%, so long as we have a Bowling Green contract in place by the end of the year) will help, but we still project dues income of under \$560,000. We are required to pay CWA 40% of that sum in per capita dues.

Rent – Should we decide to remain on Plainsboro, our renegotiated rent agreement should result in savings of approximately \$3,000.

Legal – We have exceeded retainer hours for this calendar year, but Barr & Camens has agreed to push that overage back into the next IAPE fiscal year.

Payroll (full-time & part-time) – We froze wages and pay rates for IAPE staff in 2016-17, and are under budget in pay for the fiscal year. We anticipate pay increases of 2% for staff this year.

Benefits -- The budgeted amount for next year is based on current plan costs and the same customary annual bonus amounts. We were significantly over budget this year dues to dependent expenses for staff (dependent for Martell is no longer covered after December).

Docked Pay -- Fact is, even when IAPE Directors take time off to attend IAPE meetings (or Guild/CWA meetings), Dow Jones rarely charges us for missed work. We see no need to budget for this, but will keep this category as a line item.

Training – We have reduced our training budget to reflect charges from the past year. It is possible we will be over-budget for 2017-18 should we have new officers who are interested in attending Union training programs.

Communications – Flat fee for our website and email provider.

Committees – Mostly reflects travel for IAPE president during the past year.

Board Meetings – Increase in budget projection to reflect recent costs (approx. \$12,500 per BOD meeting).

Conventions – We expect to exceed our budgeted amount once all 2016-17 receipts are recorded. With no major TNG or CWA conventions next year, \$10,000 should be more than enough for the next year.

Membership Service – Mostly reflects travel for IAPE president during the past year.

Mobilization – Our standard budgeted amount for bargaining years. With the possibility of early contract termination, we need to budget as if we are planning for a year of negotiations.

Organizing – A placeholder amount. While we should budget more for organizing, the fact is we don't have any realistic "targets" at the moment.

Bargaining – Unchanged from last year. As with mobilization, we need to budget as if we are planning for a year of negotiations.

Arbitration – With one arbitration pending and the possibility two other grievances will also advance to arbitration, we need to increase the budgeted amount for this year.

Elections – Reflects estimated costs for two elections: the 2017 election of officers, and a possible contract ratification vote next year.

Service Charges -- Another placeholder.

Charitable Donations – With the settlement of the Halifax Guild strike, we do not have any recurring monthly donations. Budgeting a small amount in the event we decide to contribute to disaster funds, and also our standard annual contributions to CWA pediatric AIDS and union-to-union funds.

Dues Refund -- We do not budget an amount to be refunded to employees who transfer out of the IAPE unit, but continue to pay dues as a result of DJ Payroll errors. However, when those errors occur, we process those repayments under this category.

Miscellaneous -- For expenses that do not fall under any other budget category.

Total Dues Income -- As noted under "CWA Dues" above, dues income reflects our current membership level. We are not budgeting for further headcount reductions.

Investment Income -- Based on the performance of our investments during this calendar year. With the transfer of funds from Fidelity to Edward Jones, we have seen a more active managing of our portfolio and are encouraged by the returns to date.

Operating Balance/Surplus -- We project a deficit of **\$28,754**. However, last year we budgeted for a small surplus of approximately \$3,000 and it appears we will exceed that surplus by some \$60,000. Our rigorous cost management will continue.