

## 1988 Budget

Revenue

## Dues &amp; Initial Fees:

- current dues are 1.25% of wages.

## Interest:

- interest earned on funds in bank.

## Donations:

- donations to union.

Expenditures

## Arbitration Expense:

- based on two arbitrations in 1988.

## Contribution To Strike Fund:

- no contribution will be made to the strike fund.

## Courses &amp; Conferences:

- this includes the tuition fees, travel expense (if necessary), miscellaneous expenses (such as equipment or room rental) & booking off for people attending courses.

## Depreciation Expense:

- this is to show depreciation on our office equipment (such as furniture & the computer).

## Donations:

- this covers all donations made by the union.

## Subscriptions:

- this covers all costs of subscriptions to various publications & the cost of membership fees to various organizations connected to the labour movement.

## Equipment lease

- covers the cost of leasing our photocopier.

## Equipment purchase

- covers the projected cost of the purchase of new office equipment.

#### Equipment Repairs:

- covers the cost of service contracts & repairs to our computer & other office equipment.

#### Executive/Committee Expenses:

- covers all 'out-of-pocket' expenses incurred by executive and committee members when they are doing union business. This includes babysitting, meals (up to \$5.00 per person/per meeting), gas expense (when using your own car on union business).

#### Executive/Committee Booking Off:

- this covers the cost of booking off executive/committee members when necessary to conduct union business. This also includes booking off of the president - one day a week to work in the office.

#### Insurance:

- covers the cost of insurance for the union office.

#### Interest & Service Charges:

- covers any interest we may incur on monies borrowed (at present - none), and any service charges imposed by the bank.

#### Legal/Accounting Fees:

- covers the \$375.00 monthly charge for bookkeeping and the cost of a yearly audit. Also includes the cost of any legal counselling we may need. At present we have access to CUPE's legal division at no charge.

#### Members Medical Benefits:

- We pay the cost of medical benefits (health care premiums, dental plan premiums, extended health benefits, etc.) when a member is on sick leave.

#### Newsletter:

- covers the cost of publishing our newsletter.

#### Office Supplies:

- covers the cost of all supplies purchased for use in the union office (paper, pens, letterhead, envelopes, etc.)

Per Capita Tax - CUPE

- the per capita tax that we pay to CUPE. (Currently, \$11.25 per full-time member and .54% of wages for part-time members).

Postage/Courier:

- covers the cost of postage and courier services.

Printing:

- covers the cost of printing agendas, executive and general membership minutes, and other information sent to members.

Professional & Consulting Fees:

- includes the cost of software consultants (for our computer system) and any other professional or consulting fees we may incur.

Rent & Taxes:

-covers the cost of office space rental (450/month plus taxes and utilities).

Repairs & Maintenance - General:

- covers the cost of office cleaning and any repairs or maintenance necessary (example: carpet cleaning, fixing broken windows, replacing florescent lights, garbage collection, etc.).

Salaries:

- covers the cost of office salaries including the following:

JAN.-MAR.	- Office Secretary @ \$1852/month
	- p/t Office Secretary @ \$10.40/hour plus temp. services agency fee.
	- Business Agent @ \$2500.00/month.
APRIL-MAY	- Office Secretary @ \$1903/month. (2.75% increase as per contract).
	- Business Agent @ \$2500.00/month.
JUNE-AUG.	- Office Secretary @ \$1968/month (yearly step increase).
	- Business Agent @ \$2500.00/month.

