

# CLASSIFIED EMPLOYEES' ASSOCIATION EXECUTIVE BOARD GUIDELINE

## GUIDELINE #08: BUDGETS

### 1. GENERAL

The Classified Employees' Association (CEA) Executive Board is responsible for management and fiscal duties specified in Article IV of the CEA Bylaws.

### 2. BANKING

In FY05, the CEA Executive Board approved the following banking plan:

- A. MVFCU Money Market. All revenue goes to this account. This is the main general operating fund account.
- B. MVFCU Checking. All expenses are paid from this account.
- C. AlaskaUSA Super Money Market. This is the general operating fund.

It is the intent of the CEA Executive Board to manage funds within these accounts according to the HELP Fund and Scholarship Guidelines, and to ensure that funds in any given financial institution do not exceed \$100,000.

### 3. LOCAL PLAN

The Local Plan is one (1) of two (2) key parts of the budget. The draft local plan is developed in the spring with estimated and assigned cost factors. These cost factors are included in the proposed budget. The local plan is then reviewed and finalized in the fall.

### 4. GENERAL OPERATING BUDGET

The second key part of the budget is the General Operating Budget (GOB). The GOB includes, but is not limited to, expenses for bargaining, conferences, employee rights (arbitrations, etc), office operations, public relations and sunshine.

### 5. REVENUE

CEA has many sources of revenue including, but not necessarily limited to, national, state and local dues; earned interest and product sales. Other sources of revenue are reimbursement of expenses from NEA, NEA-Alaska and MSEA. Finally, CEA may also receive revenue from grants and incentive programs.

### 6. EXPENSES

CEA has a variety of expenses including, but not limited to, operational (such as the president's pay, office rent, phone costs, equipment and supplies, etc.), service (such as grievances, arbitrations, leadership meetings, membership, public relations, sunshine, etc.), and dues.

### 7. CHART OF ACCOUNTS

Attached is the Chart of Accounts in use at the time this guideline was published. The Chart of Accounts is a fluid document used with the Quickbooks Pro financial accounting system used by the CEA treasurer to track CEA's financial health.

**8. BUDGET FORMAT**

Also attached is a sample format for preparation of a proposed budget and a Budget Worksheet used to develop the proposed budget.

**9. TREASURER'S REPORT**

A sample format for the treasurer's report is also attached.

**10. ACCOUNT DESCRIPTION**

Finally, a listing is attached that provides detailed descriptions for the various accounts in the Chart of Accounts.

**Adopted as policy this 09th day of May, 2011.**

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**Lorie Miner, President**

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**Chris Sawyer, Secretary**