

Budget / Variance Report – General Information – 12/06/13

Dues Revenue:

All revenues come from members in four divisions: Homecare, Hospitals, Kaiser and Nursing Homes.

- As of January 1, 2014 dues are 2% of base earnings with minimum and maximum. The minimum increases \$0.50 and the maximum increases \$10 annually.

Other Revenue:

Includes rebates, refund, interest and other reimbursements we receive.

- Affiliates would be funds from organizations we are affiliated with (i.e. SEIU or CKPU)
- Other Rebates or reimbursement generally cover legal reimbursements.
- Misc. Revenue are for reimbursements from staff, members, or vendors
- Inter-fund transfers are transactions between our savings accounts and the general operating account (i.e. Reserve, Strike, or PAC)

Affiliation Fees

These are per capita tax payments that we make to SEIU International, State Council, Labor Fed and other Central labor councils to whom we are affiliated. The SEIU and State Council are mandatory affiliations. We affiliate with these organizations to strengthen our voice as working people.

Organizing:

SEIU mandates that all SEIU locals allocate 20% of their budget after paying affiliation fees. The goal of the organizing program is to build and expand the union by organizing the un-organized. We also utilize these funds for strategic campaigns. Any unspent funds in current year are carried over to next year in a separate set aside account as per SEIU Constitution.

Set Asides:

These amounts reflect our various savings accounts. These are not additional dues, we simply allocate current dues: The funds are put into a separate money market account. The amounts change based on annual budget requests.

- UHW Strike Fund, per the bylaws, we allocate \$1 per member per month.
- PAC – Political Action Committee, this is board designated amount based on number of members per month. The funds that go into this account are for political purposes on local candidates.
- PIC – Political Issues Committee, this is board designated amount based on number of members per month. The funds that go into this account are for political purposes on issues like ballot initiatives or propositions.
- Reserve Fund – board designated amount for unforeseen or unplanned expenses.
- Unity Corp / LA building reserve – board designated amount for unbudgeted maintenance in buildings owned in Los Angeles, Oakland, San Jose, San Francisco and Sacramento.

Expenses

Union Leadership: These are the categories of expense that directly affect the Field and Support side of SEIU-UHW.

1. Union Governance: these are the expenses for the Executive Board and its committees. The expenses include lost time, travel, printing, mailings, and meeting cost.
 - a. Cost associated for union-wide officer election and vacancies. Note union-wide officer election occurs every 3 years and E-board vacancies elections occur quarterly
 - b. SEIU Convention that happens every 4 years.
2. Member Lost time: the union reimburse members for actual wages lost while participating in union activities. These activities include: bargaining, arbitrations, training (if more than 2 days), politics, or specific division / department campaigns that help to build the union. Also includes:
 - a. The union pays payroll tax and workers comp for member while on lost time as well as health premium payments during extended lost time leaves.
 - b. The union reimburses travel expense for members.
3. Member Communications: The expenses reflect how we communicate with our members and the production of materials (i.e. newsletters, flyers, updates, contracts, multi-media).
 - a. Production of materials also includes translating documents and/ or use of outside graphic designers.
 - b. Member Visibility are items used to make union more visible during campaigns.
 - c. Other communication includes use of polls, surveys, materials, phone bank /call center and tele-town halls to reach our members.

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4. Member Events:
 - a. Member Events – Expenses for community / cultural activities in which members participate
 - b. Lobby Day Activities – these are actions / expenses for lobbying in Sacramento or DC.
5. Travel: these are all the expenses related to transporting and housing members and staff while doing union activities.
6. Meetings, Trainings & Development: These are expense for running meetings and include:
 - a. Meeting Expenses: food and/or meeting rooms (i.e. planning, membership or steward meetings)
 - b. Caucuses: There are 4 (AFRAM, APALA, Latino, and Lavender). Each is allotted annual amount a year for member activities.
 - c. Members' Training: expenses include direct travel, materials, food, meetings, online and any other expenses that directly relate to training members.
 - d. Staff Training: expenses include direct travel, materials, food, meetings, web-site and any other expenses that directly relate to training staff.
7. Staffing: These reflect the expenses for all non-organizing staff.
8. Professional Services: these are the cost associated with hiring outside vendors to help move program.
 - a. Legal and Arbitration services: includes the retainer for legal counsel, negotiators and attorneys
 - b. External Audit reflects cost for using a CPA to complete annual audits and tax returns.
 - c. Payroll Processing – we have out-sourced to ensure we are compliant with all payroll tax rules and filings.
 - d. Other Professional services are independent contractors that we hire to special projects or campaigns.

Administration

These expenses reflect the general overhead for running and maintaining the offices statewide as well as the equipment within the offices.

1. Operations expenses are costs that directly affect the offices. (i.e. phones, postage, supplies, equipment, hospitality, insurance, property tax and other fees.
2. Computers & Network are the expenses for maintaining computers, websites, hardware, software, video conferencing and other computer supplies.
3. Occupancy expenses are for direct cost/ monthly cost and include rent, parking, utilities, repairs, building supplies and interest expense.

Other Union Expense

These are self-identified line items

1. Leadership Assembly – annual event to promote member leadership
2. Solidarity Contribution – donations processed thru the political department to organizations that we want to support and/or for special events hosted by labor councils.
3. Special Assessments: One time / annual cost. Presently we are assessed by
 - a. Coalition of Kaiser Unions for annual financial support and it increases during the bargaining year
 - b. SEIU for political campaigns (i.e. American Dream Fund) this assessment happens at least every 4 years.
4. Other Admin Expenses: misc. one-time expenses and staff moving cost
5. Retiree H&W: per the staff union agreement, we pay retiree health until they go onto Medicare
6. Vacation Cash-out: to reflect the one time payouts in addition to salary for staff released or as per CBA with staff's unions.