**SECTION 1 – LCA REVENUE**

1a Number of active, dues paying members (12-month average)  

1b Monthly LCA dues assessment (not to include Local, GCA, Legislative, or TD dues)  

1c Average monthly LCA revenue  

1d Total estimated annual LCA revenue  

**SECTION 2 – LCA SALARIES**

2a Local Chairperson’s monthly salary (if established)  

2b Monthly salaries paid to other LCA Committeepersons  

2c Total monthly salaries paid to LCA Committeepersons  

2d Total annual salaries paid to Local Committeepersons  

**SECTION 3 – LCA LOST TIME AND EXPENSES**

To be calculated as an annual estimate based on the prior year’s totals. Assumptions may be made where prior year’s information is incomplete and/or significant changes are anticipated.

3a Training and education of LCA Committeepersons  

3b Office Supplies  

3c Phone, Fax, and Internet  

3d Mileage, Per Diem, and Meals  

3e Lost time claims paid to Local Committeepersons  

3f Other
Transportation Division

3g  Total annual estimate of lost time and expenses  $ ___________

SECTION 4 – LCA TAXES

4a  Estimated annual tax liability on Local Committeepersons’ salaries  $ ___________

4b  Estimated annual tax liability on compensation for lost time  $ ___________

4c  Total estimated annual LCA tax liability  $ ___________

SECTION 5 – LCA BUDGET TOTALS

5a  Total estimated annual LCA revenue  $ ___________

5b  Total estimated annual LCA disbursements  $ ___________

5c  Estimated annual LCA surplus or deficit  $ ___________

Signature:______________________________
(Local President)

Signature:______________________________
(Local Treasurer)

*Because this number is based on averages and certain assumptions, the Local’s realized surplus or deficit may differ from that which is shown. This worksheet is intended for use as a tool to assist with planning and budgeting the Local’s fund and does not constitute as authorization for any disbursements listed above.