



Transportation Division

Annual Local Budget Worksheet for Year _____

Local # _____

SECTION 1 – LOCAL REVENUE

1a	Number of active, dues paying members (12-month average)	_____
1b	Monthly Local dues assessment (not to include LCA, GCA, Legislative, or TD dues)	\$ _____
1c	Average monthly Local dues revenue	\$ _____
1d	Estimated annual Local dues revenue	\$ _____
1e	Projected annual revenue from interest and investments	\$ _____
1f	Total estimated annual Local revenue	\$ _____

SECTION 2 – LOCAL OFFICER SALARIES

2a	Local President's monthly salary (if established)	\$ _____
2b	Local Secretary and Treasurer's monthly salary (if established)	\$ _____
2c	Legislative Representative's monthly salary (if established)	\$ _____
2d	Monthly salaries paid to other officers (not including Local Committees)	\$ _____
2e	Subtotal of monthly salaries paid to Local officers	\$ _____
2f	Subtotal of annual salaries paid to Local officers	\$ _____
2g	Board of Trustees' combined compensation for annual audit (if established)	\$ _____
2h	Total annual salaries paid to Local officers	\$ _____



SECTION 3 – LOCAL 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	Meeting hall rental and associated meeting expenses	\$ _____
3b	Training and education of Local officers (not including Local Committees)	\$ _____
3c	Banking institution fees	\$ _____
3d	Charitable, social, and benevolent spending	\$ _____
3e	Office Supplies (not including Local Committees)	\$ _____
3f	Phone, Fax, and Internet	\$ _____
3g	Mileage, Per Diem, and Meals	\$ _____
3h	Lost time claims paid to Local officers	\$ _____
3i	Other	\$ _____
3j	Election Cost	\$ _____
3k	Total estimated annual lost time and expenses	\$ _____

SECTION 4 – LOCAL BONDING, TAXES, AND MISCELLANEOUS SPENDING

4a	Estimated bond insurance payment (prior year + 10%)	\$ _____
4b	Estimated annual tax liability on Local officer salaries	\$ _____
4c	Estimated annual tax liability on lost time paid in addition to salaries	\$ _____



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4d Other miscellaneous expenses and reimbursements not covered herein (explain below) \$ _____

(attach an itemized listing or further explanation as necessary)

4e Total estimated annual bonding, taxes, and miscellaneous spending \$ _____

SECTION 5 – LOCAL BUDGET TOTALS

5a Total estimated annual Local revenue \$ _____

5b Total estimated annual Local disbursements \$ _____

5c Estimated annual Local surplus or deficit \$ _____

* An ideal minimum surplus is equal to or greater than 2 months' worth of expenses. Line 5c will show green if this condition is met.

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.