



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 (1a multiplied by 1b)
1d: Estimated annual Local dues revenue (1c x 12 months)
1e: Projected annual revenue from interest and investments
1f: Total estimated annual Local revenue (sum of 1d and 1e)

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 (sum of 2a, 2b, 2c, and 2d)
2f: Subtotal of annual salaries paid to Local officers (2e x 12 months)
2g: Board of Trustees' combined compensation for annual audit (if established)
2h: Total annual salaries paid to Local officers (sum of 2f and 2g)

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: Mileage paid to Local officers (not including Local Committees)
3g: Lost time claims paid to Local officers (not including Local Committees)
3h: Total estimated annual lost time and expenses (sum of 3a, 3b, 3c, 3d, 3e, 3f, and 3g)

SECTION 4 – LOCAL BONDING, TAXES, AND MISCELLANEOUS SPENDING

4a: Estimated bond insurance payment (prior year)..... \$ _____

4b: Estimated annual tax liability on Local officer salaries (**2h** x 21%) \$ _____

4c: Estimated annual tax liability on lost time paid in addition to salaries (**3g** x 21%)..... \$ _____

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 (sum of **4a**, **4b**, **4c**, and **4d**) \$ _____

SECTION 5 – LOCAL BUDGET TOTALS

5a: Total estimated annual Local revenue (as shown in **1f**) \$ _____

5b: Total estimated annual Local disbursements (sum of **2h**, **3h**, and **4e**)..... \$ _____

5c: Estimated annual Local surplus or deficit (**5a** subtract **5b**)..... *\$ _____

Signature: _____ Signature: _____
(Local President) (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.