

GAO Employees' Organization Interim Planning Budget

Note: Calculations are based on a 0.3% dues structure and conservative projection of 500 members within the first year

Item	Monthly Recurring Cost	Annual Costs/Reserves for Future Costs	Startup Costs	Notes
Administration				
Audit/Tax Preparation		\$1,000.00		Non-GAO CPA audit board to independently review our financial records
Bank Charges				We plan on using the U.S. Senate Credit Union in GAO HQ since it's free checking and convenient for the current Interim Treasurer to make deposits
Labor Bonding		\$50.00		Labor law requires unions to bond if their property and receipts are over \$5000 to insurance against theft. IFPTE provides a discount for bonding; we will be prorated for \$50 until March '09 for \$5000. Depending on the amount of income we will receive will determine how much bonding protection we will need. After March '09 it will cost us ~\$100 for \$5000 of bonding.
Union Liability Insurance	\$1,500.00			[Rough Estimate] Liability insurance for our union and officers/representatives. A very rough estimate from an insurance company, Ebert & Harrison, Inc., IFPTE indicated it would be around \$1500 a month for \$1 million of coverage. Our Finance Committee and Treasurer will seek several official estimates from other insurance companies to determine the best offer.
Office Space				Might be able to negotiate this with management. We have no plans right now to rent office space outside of the GAO HQ given the cost involved.
Equipment/Software			\$2,000.00	[Rough Estimate] If we negotiate with management over an office we will need to purchase a printer/fax/copier machine, computer, software (operating system, accounting, security/virus, etc.), and related equipment. Some of these items we might be able to negotiate with management to use, like copiers and fax machines. We will need a computer to maintain secure union records and membership information that are not on GAO's network.
Office Supplies	\$50.00		\$100.00	[Rough Estimate] If we negotiate with management over office space, we will to use our own funds to supply our office since we cannot use GAO resources. We budgeted \$50 for monthly office supplies (e.g., envelopes, paper, pens, etc.) and \$100 for one time purchases (e.g., stapler, file cabinets, etc.).
Postage & P.O. Box	\$100.00			[Rough Estimate] Postage and P.O. Box to send and receive mail on union related matters, like membership dues. (We cannot use GAO resources for this item)
Printing/Photocopying	\$100.00			[Rough Estimate] If we print any quality written material (e.g., newsletters, annual reports, etc.), we will need to use a printer service, like Kinko's. (We cannot use GAO resources for this item)
Website & Server	\$300.00			According to IFPTE, they are paying ~\$30 a month for official website. In addition, we are looking at ~\$256 a month for webmaster to maintain (based on an IFPTE bill of \$1,277.50 from the current Webmaster for 5 months of work). This cost could be cut down if we can get volunteers to do web design and maintain.
Conference Phone			\$1,000.00	The Interim Council has found GAO conference phones lacking. Given that we have 11 field voices it is critical we have good communications. A price search online found that a Polycom conference phone (e.g., SoundStation IP 4000) with microphone extensions is around ~\$1000.
Telephone Conferencing	\$600.00			We have been using IFPTE AT&T 1-800 teleconference service at \$0.07 per minute per caller for free the past two years. The reason we budget \$600 a month is because a typical Interim Council meeting is two hours long with 12 callers (11 field reps & 1 HQ), which can cost ~\$130 with taxes and feeds. We currently average 4 two hour Interim Council meetings and 16 one-hour committees per month (committee meetings average around 5 callers). Note that we might be able to negotiate with management on the use of a teleconference number.
Total Administration	\$2,650.00	\$1,050.00	\$3,100.00	

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IFPTE Fees				
Per Capita Tax	\$3,500.00			IFPTE charges \$6.85 per union per month member. These funds are used to help organizing new unions (like ours at GAO) and provide technical and legal services. This money will not be used for anything political, similar to the agreement CRS's union has with IFPTE. The amount of \$3,500 per month is based on a conservative estimate of ~500 dues paying GEO/union members.
Total IFPTE	\$3,500.00	\$0.00	\$0.00	
Services for the Bargaining Unit				
Arbitrators, Mediators, and Lawyers		\$30,000.00		IFPTE recommends we build a \$100,000 fund to cover legal proceedings (mediation, arbitration, negotiations and impasse resolution, and potentially even court litigation). The costs do not reoccur every month but when they do occur they can be costly. For example, one arbitration can easily cost a local union \$10,000 in arbitration and legal fees. We hope to build up at least \$30,000 our first year toward this fund.
Legal Retainer	\$250.00			A legal retainer is to ensure we have access to legal experts anytime. IFPTE can assist us with this fee by covering 1/3 of the cost. We were told by IFPTE that legal retainer fees cost \$120.00 per month, plus \$0.12 per month per bargaining unit employee. There is around 1700 employees in the bargaining unit at GAO.
Time for Council Representatives to Address BU Issues				Might be able to negotiate this item with management. This item is critical since the Interim Council has come to learn how many hours union activities can take out of ones work week. Right now Interim Council members are using annual leave and personal time to handle grievances and other internal union matters.
Total Bargaining Services	\$250.00	\$30,000.00	\$0.00	
Membership Development				
Training Representatives		\$10,000.00		IFPTE recommends our elected union representatives and officers receive labor relations and legal training. Courses can cost anywhere from \$100 to \$1000 per person. We are looking at having around 40 plus representatives and officers within our draft Constitution given we have 11 field officers and 12 teams. It should be noted that this training should help us reduce legal cost associated with grievances.
Travel & Outreach		\$5,000.00		Council members and officers might need to travel for special meetings, such as the IFPTE annual conference, negotiating with management, or an arbitration. We might also want to use travel funds to help build up our membership and touch base with field staff, which in turn can bring in more income and participation in our union.
Events/Drives		\$400.00		[Rough Estimate] Special events for building membership, such as an ice cream social similar to the one IFPTE helped funded during the union organizing campaign
Meeting Space				We should be able to negotiate this with management in Master Contract
Time Negotiating with Management				We should be able to negotiate this with management in Master Contract
Time Preparing for Negotiation with Management				We should be able to negotiate this with management in Master Contract
Total Membership	\$0.00	\$15,400.00	\$0.00	
Totals				
Total Recurring Monthly Expenses	\$6,400.00			
Subtotal Expenses/Costs in the First Year	\$76,800.00	\$46,450.00	\$3,100.00	
Total Annual Expenses/Costs for the First Year	\$126,350.00			