

**New Budget 2018-2019 (19FY)**

Order

Category	19FY Budget 2018-2019	18FY Budget 2018-2019	Year-Over- Year Budget Change	Year-Over- Year Budget Change %	19FY Budget vs. 18FY Projected Actuals, % Change	19FY Budget vs. 18FY Projected Actuals, \$ Change
1 CWA Dues	\$240,000	\$223,518	\$16,482	7%	3%	\$6,217
2 Rent	\$30,100	\$28,000	\$2,100	8%	3%	\$810
3 Insurance (office)	\$1,120	\$1,120	\$0	0%	-17%	-\$222
4 Utilities	\$1,400	\$1,700	-\$300	-18%	-11%	-\$179
5 Phone (office)	\$3,600	\$2,900	\$700	24%	-3%	-\$116
6 Phone (cell)	\$3,600	\$3,200	\$400	13%	49%	\$1,178
7 Equipment Rental	\$6,000	\$6,000	\$0	0%	16%	\$895
8 Legal	\$35,100	\$15,000	\$20,100	134%	117%	\$18,953
9 Payroll (full time) - New	\$123,927	N/A	N/A	2%	2%	\$2,632
10 Payroll (part-time)	\$27,640	\$22,000	\$5,640	26%	7%	\$1,918
11 Payroll processing fees	\$2,950	\$2,950	\$0	0%	38%	\$812
12 Insurance (wrkmn comp)	\$360	\$360	\$0	0%		\$360
13 Benefits	\$24,000	\$25,000	-\$1,000	-4%	1%	\$214
14 Annual Audit	\$8,750	\$8,500	\$250	3%	0%	\$0
15						
16 <b>Fixed Expenses (Total)</b>	<b>\$508,547</b>	<b>\$474,123</b>	<b>\$34,424</b>	<b>7%</b>	<b>3%</b>	<b>\$15,481</b>
17						
18 Subscriptions	\$1,000	\$3,000	-\$1,800	-60%	-50%	-\$981
19 Training	\$2,000	\$2,500	-\$500	-20%	3%	\$63
20 Office Equipment (purchase)	\$0	\$0	\$0	N/A		-\$1,835
21 Office Supplies	\$3,300	\$4,000	-\$700	-18%	1%	\$20
22 Postage	\$600	\$800	-\$200	-25%	51%	\$203
23 Communications	\$1,740	\$125	\$3,075	2460%	-82%	-\$5,284
24 Committees	\$10,250	\$4,000	\$6,250	156%	649%	\$8,881
25 Board Meetings	\$16,000	\$25,000	-\$9,000	-36%	-36%	-\$9,061
26 Conventions	\$10,000	\$10,000	\$0	0%	N/A	\$10,000
27 Membership Service	\$3,000	\$10,000	-\$7,000	-70%	43%	\$896
28 Mobilization	\$20,000	\$20,000	\$0	0%	178%	\$12,800
29 Organizing	\$1,500	\$1,500	\$0	0%	250%	\$1,072
30 Bargaining	\$25,000	\$25,000	\$0	0%	N/A	\$25,000
31 Arbitration	\$15,000	\$15,000	\$0	0%	N/A	\$15,000
32 Elections	\$0	\$8,000	-\$8,000	-100%	-100%	-\$5,646
33 Charitable Donations	\$2,500	\$2,500	\$0	0%	N/A	\$2,500
34 Dues Refund	\$1,000	\$0	\$1,000	N/A	5%	\$44
35 Miscellaneous	\$1,000	\$1,000	\$0	0%	N/A	\$1,126
36						
37 <b>Variable Expenses (Total)</b>	<b>\$115,550</b>	<b>\$132,425</b>	<b>-\$16,875</b>	<b>-13%</b>	<b>98%</b>	<b>\$57,058</b>
38						
39 <b>Total Expenses</b>	<b>\$624,097</b>	<b>\$606,548</b>	<b>\$17,549</b>	<b>3%</b>	<b>13%</b>	<b>\$72,539</b>
40						
41 Total (dues) revenue	\$592,760	\$558,794	\$33,966	6%	1%	\$5,863
42 Dividends & Interest	\$100	\$19,000	-\$18,900	-99%	10%	\$9
43 <b>Total Revenue</b>	<b>\$592,860</b>	<b>\$577,794</b>	<b>\$15,066</b>	<b>3%</b>	<b>1.0%</b>	<b>\$5,872</b>
44						
45 <b>Operating Balance/Surplus</b>	<b>-\$31,237</b>	<b>-\$28,754</b>	<b>-\$2,483</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

## 2018-19 IAPE Budget Notes (Fiscal Year 2019, ending Sept. 30)

**September 29-30, 2018**

### Summary

For fiscal year 2019, we forecast revenues of \$592,860, a 1% increase from the prior year<sup>1</sup>, based on our most recent dues report. Total expenses are projected to increase 13% to \$624,597. Based on this forecast, we expect to have a full-year operating deficit of -\$31,740.

The 19FY spending increase is driven by multiple factors, including the adoption of new legal counsel, an increase in dues payments to CWA (which increase in parallel with dues revenue from IAPE members), and the commission of two new pay-equity studies.

However, it is important to note that actual expenses may vary from our forecast. We have maintained budget allocations for certain budget items even though actual expenses in 18FY were significantly less than we budgeted for. For example, we've allocated \$15,000 for arbitration, despite incurring \$0 in such costs in the prior year.

### Budget Line Items:

**Rent:** Based on current expenses. Our current lease expires May 31, 2019, and IAPE continues to evaluate new office space.

**Legal:** Based on anticipated costs of hiring new legal counsel at Gladstein, Reif & Meginniss LLP, as approved by the board of directors via email vote on 9/22/18. Total projected costs of \$35,100 include a monthly retainer (10 hours/month) of \$1,800. In addition, we assume for the sake of budgeting that for six months of the year, we will require 10 additional hours over our monthly retainer, for which the firm charges \$225/hour, totaling an additional \$2,250/month

<b>Gladstein, Reif &amp; Meginniss LLP</b>	<b>Amount</b>	<b>Months</b>	<b>Annual Projected</b>
Monthly retainer (10 hours)	\$1,800	12	\$21,600
Monthly costs over retainer for 10 hours	\$2,250	6	\$13,500
<b>Total Proj. 19FY Budget</b>			<b>\$35,100</b>

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<sup>1</sup> Based on projected full-year spending through 10 months

**Payroll (full time):** Includes total expense incurred by IAPE (gross salary, retirement contributions, and payroll taxes) for IAPE Executive Director Tim Martell. Assumes the board approves a 2% cost-of-living increase in keeping with the IAPE's contract with Dow Jones. Including the 2% increase, the breakout of 19FY expenses is: Gross salary: \$107,623; IAPE payroll tax obligations of \$8,233; IAPE 401K matching/fixed contributions of \$8,072 (fixed contribution of 4%, max matching contribution of 3.5%, totaling 7.5% of gross salary).

**Payroll (part-time):** This allocation assumes that we eventually hire another part-time office administrator who will work the same number of hours and at the same pay rate as our staff assistant did in 18FY: about 15.6 hours per week at an hourly rate of about \$23.85. Based on the nine months of 18FY that our staff assistant worked, her projected gross pay would have been about \$19,430 annually, plus about \$1,660 in payroll taxes, equaling about \$21,100 in total payroll expense.

In addition, we've allocated \$5,000 in retraining funds, per IAPE's severance agreement with our staff assistant.

We assume our bookkeeper will work 50 hours annually in 19FY, at an hourly rate of \$28.25 (which includes a 2% cost of living increase), equaling about \$1,415 in gross pay, plus \$125 in payroll taxes, totaling \$1,540 in payroll expense.

**Phone (office):** \$300/month for Verizon small business bundle, which includes multiple landlines, internet service, and basic cable TV. We attempted to cut back this service by canceling the TV package and 800-number, but a review of our most recent bill shows that the cost has stayed the same. We have contacted Verizon to remedy the situation, and hope that the monthly cost will be reduced from the current average of around \$300/month.

**Phone (cell):** Includes \$150/month for cell phone bills. The board should consider whether it makes sense to set up an IAPE family plan that would be cheaper.

**Benefits:** Includes about \$1,850 per month for executive director's health insurance, purchased via New Jersey's state exchange marketplace, totaling about \$22,100 annually. The category also includes about \$1,880 annually for a life insurance policy and a small amount for vision care benefits.

**Equipment Rental:** Includes \$355/month for photocopier lease (expires: 2/15/2020); \$10/month for copier printing charges; \$100/month for postage meter lease.

**Communications:** Includes \$500 for a professional Slack account for official IAPE business, \$236 for Website hosting, \$400 for four new bulletin boards in Princeton, and \$600 for email and G-Suite licenses.

**Subscriptions:** Includes \$1,000 for expense management software subscription such as Concur, which we are testing out. We have canceled our subscriptions for Bloomberg BNA and Steward Reports, which accounted for 18FY's \$3,000 allocation.

**Committees:** Includes \$1,500 for general committee expenses; \$3,750 to the Diversity Committee for a new Pay Equity Study, approved by the board in May 2018; up to \$5,000 for a separate pay equity study. During the same May vote, the board voted to support the committee in assessing the feasibility of the separate study, and requires the committee to present a formal proposal and receive final approval before the funds are dispensed.

**Board Meetings:** \$16,000 for two in-person board meetings, representing a significant reduction 18FY's budget allocation of \$25,000. We've accrued significant savings by holding our two most recent meetings in space borrowed from other unions. Our May board meeting at the NY News Guild in May cost about \$5,800, compared with about \$15,300 in December 2017. Please see table below for a summary of data.

These savings were offset 18FY because we've held three in-person meetings. Our September 2018 will likely cost more than the May meeting, based on preliminary expenses of \$5,200, and as such we're allocating \$8,000 each for two meetings in 19FY.

<b>FY</b>	<b>Meeting</b>	<b>Amount</b>
16FY	April 2, 2016, Hyatt Regency Jersey City	\$10,768
16FY	December 5, 2015, Washington DC Marriott	\$18,340
<b>16FY</b>	<b>16FY Total</b>	<b>\$29,108</b>
17FY	May 19, 2017, Hyatt Regency Jersey City	\$13,437
17FY	November 11, 2016, Hyatt Regency Jersey City	\$11,830
<b>17FY</b>	<b>17FY Total</b>	<b>\$25,267</b>
18FY	December 2, 2017, Hyatt Regency Jersey City	\$15,339
18FY	May 19, 2018, NY NewsGuild	\$5,779
18FY (Prelim.)	Sept. 29-30, 2018, New York City Central Labor Council	\$5,184
<b>18FY</b>	<b>18FY Total</b>	<b>\$26,302</b>

The following budget line item forecasts are based on current expenses (and, where noted, our 18FY allocation)

- Insurance (worker's comp)
- Membership Service
- Elections
- Training
- Office Equipment (purchase)
- Office Supplies
- Postage
- Conventions (Based on 18FY allocation)
- Mobilization (Based on 18FY allocation)
- Organizing (Based on 18FY allocation)
- Bargaining (Based on 18FY allocation)
- Arbitration (Based on 18FY allocation)
- Charitable Donations (Based on 18FY allocation)
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The following budget line items were eliminated from this year's budget because of disuse or, in the case of because they were consolidated into another line item

- Common Fees (Office)
- Docked Pay
- Service Charges
- Payroll Taxes (consolidated into Payroll FT/PT)
- Miscellaneous Income (from the revenue line)