

Council Rep Training Manual

Section 4 – SPEEA FINANCIALS

- Council Rep Expense Report – Sample
- Travel Expense Report – Sample
- Time Charging
- LM-2 reporting requirement
- Budget Report – Sample
- Childcare Reimbursement Request Form



15205 52nd Ave South | Seattle, WA 98188 | (206) 433.0991 | (800) 325.0811 | FAX (206) 248.3990

Council Rep Expense Report Form

(quarterly allowance for Area Rep meetings)

Name _____ BEMS _____ Council District _____

W. Phone () _____ H. Phone () _____

Home (Mailing) Address: _____

Amount to be reimbursed to Council Rep \$ _____ (*\$8 max per Area Rep and Council Rep*)

[Please attach all original receipt(s)]

Quarter: Apr-Jun Jul-Sept Oct-Dec Jan-Mar Year: _____

Attendance:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signed _____ Date _____

Please submit to SPEEA Headquarters within 3 months (required for reimbursement).

Requirements: Include Original Receipts | Include Attendance Roster | Maximum \$8 per Area Rep per quarter (plus yourself!)

Revised 12/07/09

Section 4 – SPEEA Financials

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Include receipts with explanation on each receipt.



A	B	C	D	E	F	G
Date	Description	Miles Driven	SPEEA Credit Card	Cash or Personal Credit Card	Name & ID: Address: City, State:	Explanation
1	Jan 1, 2013 IRS Mileage Rate	\$0.565				
2	July 1, 2011 IRS Mileage Rate	\$0.555				
3						
4						
5					Purpose:	
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29	Total	0.0	\$0.00	\$0.00		
30						
31	Business Expense Reports are due within 90 days					
32	Travel Expense Reports are due within 14 days					

Signature/date

Council Representative Training

Time Charging

SPEEA Time Charging

It is very important to properly report and record your time within the Boeing time keeping system (ETS) and at SPEEA. The following information is intended to assist you with the proper charging of your time. It is best to know how to properly “charge” your time prior to events. If you have any questions, please work with the people coordinating the meeting/event or your Contract Administrator.

Local Overhead Charging

As a Council Representative all time charging for representation of members in the workplace is charged to your Part Time Overhead in ETS. You will find this change line Number in the Time Keeping System for your Business Unit or contact your local Business Management. If there is an issue with this contact your Contract Administrator.

Partnership Activities

As a SPEEA member participating in Partnership Groups in your workplace or division Partnership Steering Teams (BCA, IDS, PW, SSG...) you will be charging either to a “Partnership” SALCO number set up for your business unit or you will charge to your organizational Part Time Overhead. You will find these Numbers in the JNS System for your Business Unit or contact your local Business Management. If you are directed otherwise in your Partnership meeting comply with that request.

If you are a member of the Partnership Leadership Team your time will be charged to Boeing (SPECL) (ETS pull down menu – “Special Union Business”) When you are selected for this level on the Partnership Team you will be instructed how to charge.

SPEEA (ETS pull down menu “SPEEA Company Business”)

Boeing sends a bill to SPEEA for all charges to this leave with pay code. Time charged to SPEEA needs to be approved as directed by the Executive Board manual (see section 3.4 below) A copy of approvals needsto be provided to paulinet@speea.org including an explanation as to the purpose of the SPEEA time.

- **For SPEEA Council Meetings:** If you are attending a SPEEA Council Meeting as a CR or DA (CR is not in attendance) and cannot flex your time you need to mark the time used in the column designated as such when you check in. No further reporting is necessary. If you are attending a Council Meeting and do not meet the above criteria you must have your charging approved before attending or you cannot charge SPEEA.
- **For SPEEA Committee Meetings:** For SPEEA Committee Meetings: If you are a Committee Chair or Committee Member and cannot flex your time you will mark the SPEEA time used on the sign-in sheet. No further action is necessary.

Excerpt from the Executive Board Policy and Procedures Manual:

3.4 Employer Time Off – All Employer time off for SPEEA business shall be authorized.

Unbudgeted or non Executive Board approved time can be approved for up to 10 hours per event by any of the following: President, Treasurer, Secretary, Executive Director, Assistant Executive Director or by any two Executive Board members. Such authorization shall be provided to the comptroller. SPEEA members should try to flex their schedule and request compensated time for time they are not able to flex.

SPEEA-reimbursed leave-with-pay may be granted for:

- A. SPEEA-related meetings with the Employer which are not paid for by the Employer.
- B. SPEEA-related meetings with other organizations who normally do business during the member’s regular shift.
- C. Verified attendance at scheduled Executive Board, Council and committee meetings during the member’s regular shift.
- D. Performance of pressing SPEEA duties which must be done in a timely manner.

Immediately following the usage of SPEEA-reimbursed leave-with-pay, each affected individual will inform the Comptroller of the actual hours charged, or note time charged on the SPEEA provided meeting sign-in sheet.

LM-2 Reporting Requirement

In order to properly account for expenses chargeable, and non-chargeable for Beck and LM-2 reporting purposes, an understanding of the purpose of the SPEEA time; e.g., labor delegate meetings, special meetings requested by SPEEA Staff, special projects with SPEEA staff, etc is necessary.

SPECL (ETS Pull down Menu “Special Union Business”)

Leave with pay code for meetings with the company. SPEEA/Boeing Joint Meetings are in this category. The Boeing Company pays for these leave with pay charges.

ETS Pull Down Screen – Example (ETS Rules State Approval is required before being absent from work)

Special Union Business (SPECL)	For certain union represented employees (see applicable collective bargaining unit agreement). Prior approval required before being absent from work to conduct SPEEA union business.
SPEEA Company Business (SPEEA)	For certain union represented employees (see applicable collective bargaining unit agreement). Prior approval required before being absent from work to conduct SPEEA union business.

Time Charging for SPEEA Activities

The following is a guide on time charging for the union categories listed in ETS:

Union Business Paid	To be used if you are representing employees in investigatory interviews or investigation of potential grievances during your normal work schedule. Time charged to this charge line is paid by Boeing.
Union Business - No Pay	Not to be used by SPEEA, <i>this is for the IAM only.</i>
Special Union Business	To be used if you are attending joint meetings between SPEEA and Boeing during your normal work schedule. Time charged to this charge line is paid by Boeing.
SPEEA Company Business	To be used if you are attending <i>SPEEA only</i> functions off company property during your normal work schedule. SPEEA reimburses Boeing for hours charged to this charge line.

**SPEEA BUDGET
2013/14**

A	K	L	M	N	O	Q	R	S	T	U	V	W	X
	2011/12		2012/13		2013/14								
	Budget	Actual	Budget	projected year end (based upon 8 mon Nov '12 YTD)	Budget	Budget							
1													
2													
3													
4	9,588,917	10,244,855	10,427,624	10,847,534	11,148,649								
5													
6													
7	4,939,343	4,871,556	5,508,767	5,400,737	5,869,884								
8										1			
9	455,380	438,202	452,580	431,736	313,900								
10													
11	562,500	585,322	549,100	439,326	561,100								
12													
13	317,750	234,268	317,600	349,070	335,000								
14													
15	528,891	504,156	417,271	471,443	594,163								
16													
17	203,000	189,744	203,350	50,213	250,000								
18													
19													
20													
21	300,000	562	200,000	-	190,000								
22													
23	436,584	374,952	493,140	380,611	475,960								
24													
25	1,716,023	1,781,234	1,960,452	1,944,465	1,945,080								
26													
27	9,461,470	9,095,126	10,102,360	10,239,518	10,635,087								
28													
29													
30													
31	120,000	750,000	250,000		200,000								
32													
33													
34													
35													
36	7,447	369,729	75,264	108,017	63,562								
37													
38													
39													
40													

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2013/14 SPEEA Budget as passed by Council

**SPEEA BUDGET
2013/14**

A	K		L		M		N		O		P		Q		R		S		T		U		V		W		X						
	2011/12		2011/12		2012/13		2012/13		2012/13		2012/13		2013/14		2013/14		2013/14		2013/14		2013/14		2013/14		2013/14		2013/14		2013/14				
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Projected year end (based upon 8 mon Nov '12 YTD)	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual																
2	SPEEA FACILITIES																																
81	Property taxes	4,000	4,152	4,250	4,000	4,000	4,000			4,000		4,000		4,000		4,000																	
82	Real - SPEEA Properties: Rental	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000																
83	Real - SPEEA Properties: Expense	76,800	76,800	76,800	76,800	76,800	76,800	76,800	76,800	76,800	76,800	76,800	76,800	76,800	76,800	76,800	76,800																
84	Real - Variable Expenses	42,030	45,194	49,230	47,306	47,306	47,306	47,306	47,306	47,306	47,306	47,306	47,306	47,306	47,306	47,306	47,306																
85	Plumbing & Electrical services	98,000	88,296	80,000	64,682	64,682	64,682	64,682	64,682	64,682	64,682	64,682	64,682	64,682	64,682	64,682	64,682																
86	Gasoline, Electric, Utilities	4,800	5,090	8,500	6,172	6,172	6,172	6,172	6,172	6,172	6,172	6,172	6,172	6,172	6,172	6,172	6,172																
87	Garbage, sewer, water, electric	5,250	14,019	6,300	6,276	6,276	6,276	6,276	6,276	6,276	6,276	6,276	6,276	6,276	6,276	6,276	6,276																
88	Facilities Maintenance	32,500	32,652	35,500	34,500	34,500	34,500	34,500	34,500	34,500	34,500	34,500	34,500	34,500	34,500	34,500	34,500																
89	TOTAL SPEEA FACILITIES	455,380	438,202	452,580	431,736	431,736	431,736	431,736	431,736	431,736	431,736	431,736	431,736	431,736	431,736	431,736	431,736																
90	PROFESSIONAL SERVICES	350,000	377,522	375,000	343,729	343,729	343,729	343,729	343,729	343,729	343,729	343,729	343,729	343,729	343,729	343,729	343,729																
91	Architectural	10,000	6,600	6,600	4,950	4,950	4,950	4,950	4,950	4,950	4,950	4,950	4,950	4,950	4,950	4,950	4,950																
92	Legal	50,000	35,315	40,000	26,972	26,972	26,972	26,972	26,972	26,972	26,972	26,972	26,972	26,972	26,972	26,972	26,972																
93	Engineering	125,000	49,385	100,000	140,546	140,546	140,546	140,546	140,546	140,546	140,546	140,546	140,546	140,546	140,546	140,546	140,546																
94	Other	25,000	7,000	25,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000																
95	Other	2,500	109,500	2,500	18,129	18,129	18,129	18,129	18,129	18,129	18,129	18,129	18,129	18,129	18,129	18,129	18,129																
96	TOTAL PROFESSIONAL SERVICES	562,500	585,322	549,100	439,326	439,326	439,326	439,326	439,326	439,326	439,326	439,326	439,326	439,326	439,326	439,326	439,326																
97	OFFICE OPERATIONS																																

2013/14 SPEEA Budget as passed by Council

SPEEA BUDGET
2013/14

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
1	2011/12		2012/13		2013/14		2013/14		2013/14		2013/14		2013/14		2013/14		2013/14		2013/14		2013/14		2013/14		
2	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	
126 Printing materials	45,000	46,233	42,500	55,140	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	
127 Paper, envelopes, ink, etc. chemicals																									
128 Office Expenses	80,000	50,417	80,000	69,909	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	
129 Office supplies, local printer leases																									
130 Chemical prep-office, misc expenses																									
131 Electrical Supplies	17,750	16,418	15,000	28,536	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	
132 Software Licenses	25,000	17,203	47,350	67,396	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	
133 Miscellaneous & Hardware	12,000	7,762	7,750	12,185	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	
134 Equipment Upgrades & Repairs	28,000	-	28,000	12,250	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	
135 Equipment Maintenance	25,000	22,069	32,000	34,959	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	
136 Postage & delivery	85,000	74,165	65,000	68,695	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	
137 Mail postage and delivery costs																									
138 Other Electrical: Voting cards mailed																									
139 TOTAL OFFICE OPERATIONS	317,750	234,268	317,600	349,070	335,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000	
140 COUNCIL & EXECUTIVE BOARD OPERATIONS:																									
141 FIXED																									
142 Executive Board & Executive B	5,000	4,793	5,000	4,682	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
143 Joint Committees	1,500	1,975	-	253	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
144 Training	1,250	1,518	1,250	1,499	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	
145 Judicial Review	200	-	200	-	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	
146 SPEEA Council	9,300	4,682	7,300	4,978	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	
147 SPEEA Council Committees	6,250	7,086	8,500	8,519	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	
148 Other Council	21,400	17,171	21,000	12,935	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	
149 Other Council Committees	10,000	8,246	10,000	10,281	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	

2013/14 SPEEA Budget as passed by Council

11-20-14

11-20-14

SPEEA BUDGET
2013/14

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
1																									
2																									
169	2011/12	Budget	Actual																						
170	2012/13	Budget																							
171	2013/14	Budget																							
172	2011/12																								
173	2012/13																								
174	2013/14																								
175	2011/12																								
176	2012/13																								
177	2013/14																								
178	2011/12																								
179	2012/13																								
180	2013/14																								
181	2011/12																								
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208	2011/12																								
209	2012/13																								
210	2013/14																								

2013/14 SPEEA Budget as passed by Council

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2013/14

SPEEA BUDGET
2013/14

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
1	2011/12		2012/13		2013/14																				
Z	Budget	Actual	Budget	Actual	Budget	Actual	projected year end (based upon 8 more Nov '12 YTD)																		
Z11																									
Z12																									
Z13																									
Z14	700	-	700	-																					
Z15																									
Z16																									
Z17																									
Z18																									
Z19	3,800		3,300																						
Z20																									
Z21		765		300																					
Z22																									
Z23																									
Z24		19		2,500																					
Z25																									
Z26																									
Z27																									
Z28	6,110		1,000																						
Z29																									
Z30																									
Z31		337		1,000																					
Z32																									
Z33																									
Z34		1,040																							
Z35																									
Z36																									
Z37																									
Z38	24,000		24,000																						
Z39		35,116																							
Z40																									
Z41																									
Z42	230,000	278,468	230,000	318,449																					
Z43																									
Z44																									
Z45	5,000	4,500	5,000	5,000																					
Z46																									
Z47	528,891	504,156	417,371	471,443																					
Z48																									
Z49	203,000	189,744	203,350	90,213																					
Z50																									
Z51																									

2014 SPEEA Budget as passed by Council

11-13-13

11-13-13

**SPEEA BUDGET
2013/14**

	A	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
		2011/12		2012/13		2013/14									
Z		Budget	Actual	Budget	projected year end (based upon 8 mon Nov '12 YTD)	Budget									
294								Budget							
295															
296															
297															
298															
299															
300								not a new item							
301	Membership recruitment events														
302															
303															
304		10,000	45,879	50,000	31,371	25,000									
305															
306	Membership Activities	18,050		18,300		30,950									
307			666		666										
308			267		267										
309			-		-										
310			2		2										
311			298		298										
312															
313			1,138		1,138										
314			9,168		9,168										
315			50		50										
316															
317															
318															
319	Training and Leadership events	134,020		114,740		97,410									
320			14,438		15,505										
321			36,321		30,765										
322			27,401		28,430										
323	Other training														
324															
325															
326															
327															
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11-2018

2013 SPEEA Budget as passed by Council

SPEEA BUDGET 2013/14

	A	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
		2011/12		2012/13				2013/14							
1															
2		Budget	Actual	Budget	projected year end (based upon 8 mon Nov '12 YTD)			Budget							
3E6															
3E7															
3E8															
3E9															
3F0															
3F1															
3F2															
3F3															
3F4															
3F5															
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2013/14 SPEEA Budget as passed by Council

11/20/13

1/10/14

SPEEA BUDGET
2013/14

	A	K	L	M	N	O	Q	R	S	T	U	V	W	X
		2011/12		2012/13		2013/14								
		Budget	Actual	Budget	projected year end (based upon 8 mon Nov '12 YTD)	Budget								
1														
2														
372	Local Organizations, year end etc													
373	King County	70,193	70,156	70,193	72,806	74,628						74,628		
374	LA County					785								
375	Mt Oregon	716	734	716	902	920						920		
376	Pierce County	4,803	4,713	4,803	4,975	5,091						5,091		
377	Yamhill County	46,500	50,695	50,000	54,738	56,493						56,493		
378	Wash County	441	420	441	415	421						421		
379	Walla-Walla	10,250	12,473	10,250	11,967	10,250						10,250		
380	Contribution and royalties	38,884		148,951		49,371								
381	State & Local Contributions													
382	Mt Houghton Labor District Debts													
383														
384														
385														
386			1,743		2,876									
387														
388														
389														
390			3,690		3,690							12,951		
391			4,070		162							11,300		
392												300		
393			4,004		1,080							3,000		
394			2,953		410							2,000		
395												2,000		
396												750		
397												1,000		
398												1,000		
399														
400	Other per cap dues: Labor Councils													
401		40,000		50,300		50,300								
402			8,806		107,536									
403														
404			8,528		8,528							9,200		
405			750		750							1,500		
406														
407	AFFILIATE COMIT	1,718,023	1,781,234	1,560,452	1,944,465	1,945,080						208,000	20,204	8,000

2013/14 Budget as passed by Council

11/30/13

11/30/13

**SPEEA BUDGET
2013/14**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X		
	2011/12		2012/13		2013/14																					
	Budget	Actual	Budget	projected year end (based upon 8 mon Nov '12 YTD)	Budget	Budget																				
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Childcare Reimbursement Request Form

Total Reimbursement Request

\$

Hours of Childcare Provided:

Number of Children Childcare Utilized For:

SPEEA Event Childcare Was Used For:

I hereby swear and affirm that this reimbursable childcare was provided in accordance with all state and federal laws that govern such transactions. In particular, this childcare was provided in accordance with all minimum wage and applicable child labor laws.

PRINT AND SIGN NAME

DATE

For more information on how to comply with applicable laws:

California: <http://www.dir.ca.gov/DLSE/dlse.html>

Kansas: <http://www.dol.ks.gov/es/about.html>

Oregon: <http://www.oregon.gov/BOLI/>

Texas: <http://www.twc.state.tx.us/customers/bemp/bempsub5.html>

Utah: <http://www.laborcommission.utah.gov/FAQ.html>

Washington: <http://www.lni.wa.gov/WorkplaceRights/default.asp>

Federal: <http://www.childcare.gov/>

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