# Budget Form **Basics**

## Getting Started

**There are two ways to begin your budget:**

1. Click the **"Budget Setup"** button on the top left corner to use the budget setup tool. This option allows Locals to enter budget items in a questionnaire form and auto-calculates the amounts for Local Funding, Dues Rebate, and Levy revenue. See the "Using the Budget Setup Tool" document for instructions.
2. Enter amounts directly into the budget form. Click "**Show All Rows**" or "**Hide Empty Rows**" to toggle your view.

## Descriptions & Notes

### Notes

Each budget line has a place to enter and save a note or description regarding that line. To enter a note, click the paper and pencil icon to the right of the line, enter the note, then click "save." The background of the icon will turn blue to indicate that a note exists. Once the budget form is submitted to Centralized Accounting, notes are viewable but not editable.

### "Other" Lines

Any lines that are "Other" lines have a space to type in a line name or description. This field is viewable to the Local and to Centralized Accounting. Add a title or description to make "other" more specific.

## Displaying & Hiding Budget Lines.

### To Show All Rows:

Click the "Show All Rows" button on the top right corner.

### To Show A Specific Row:

If you want a row displayed but do not yet have a number to put in the row, you can enter 0.00 as a placeholder and the row will display on the budget form. You can then enter the actual amount later (but before submitting the budget).

- In the form: Click "Show All Rows" and enter a value or 0.00 as a placeholder in the row(s) you want displayed.
- In the budget setup tool: Enter 0.00 in any budget lines you want displayed on the main budget form.

### To Hide Rows:

Delete the dollars or hours amount out of the budget line you want hidden. The line must be empty rather than displaying 0.00. Then click the "Hide Empty Rows" button on the top right corner.

# Help

## Info

Every budget section and line has an info icon that provides further information about what items might go in the line. To see the tooltip, hover over the circled i symbol to the right of the text/line.

## Report A Problem

Click “Report a Problem” in the top right corner of any DMS page to send a copy of the page and your concern to Finance, Systems, or Membership, or to a specific UNA email address.

# Reserves Carried Forward

The “Reserves Carried Forward” section is at the *bottom* of the budget form and is not displayed in the budget setup tool. The previous year’s unappropriated surplus or loss is entered by Centralized Accounting. This number is the actual balance carried forward from the previous year.

**Locals should enter an “Estimate of Surplus (Loss)” for the current fiscal year.** Click “Show All Rows” to view this line and enter an amount.

The Local’s current financial statements will assist in determining if the Local will be in a profit or loss by the end of the *current* fiscal year (January 1st to December 31st). Will the Local spend all of its revenue for the current year, or less or more? Make sure you factor in any revenue and expenditures that may not be accounted for in your latest financial statements. For example: Local meeting expenses for November won’t appear in your September financial statements, nor will the Local’s October, November, or December revenue.

# Additional Tips

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| **Saving The Budget** | Whenever you make changes, be sure to **save the budget as a draft** before you leave the form or your data will not be saved |
| **Auto-Calculated Sections** | WCB, CPP, and EI amounts auto-calculate. Any section or form totals also auto-calculate |
| **Previous Budgets** | View previous years’ budgets using the drop-down menu near the top of the page. You can select the budget year you would like to view. If a year doesn’t appear, Centralized Accounting does not have a Local budget on record for that year. |
| **Full-Time Local Executives** | If a Local Executive position requires a full-time leave of absence from the Employer, select the “Full-Time LOA” budget line for that position rather than the regular line. This excludes those hours from CPP and EI calculations. |
| **Salary Continuance Admin Fee** | If your Local is funding hours that are often “Union LOA” hours and your collective agreement contains a salary continuance provision where the Employer pays the Employee for the Union LOA and then the Local reimburses the Employer, you may want to incorporate the 15% administrative fee into the salary replacement rate. |
| **Print or Save as a PDF to Share** | Click on the printer icon in the upper right corner to print or save as a PDF. This allows you to share with other Local Executive members without them being in the open budget form or with members at a Local meeting for review and approval. |

# Using the Budget Setup Tool

## Saving Data

The budget setup tool **only saves your budget data once you've completed the entire tool**. It does not save prior to that. If you leave the tool before it is completed and saved as a draft, you will lose the data you were entering.

## Editing Data

Any data entered in the budget setup tool can be edited afterwards in the main budget form once the budget form is saved as a draft and before the budget is submitted. Budget lines can also be added or removed after saving and before the budget is submitted.

## Overwriting Data

If you have **data already entered** into your budget form, answering questions or entering data in the budget setup tool for those lines will delete your old data and replace it with the new data. If you have existing data in your budget form and do not want it overwritten, leave those questions/sections **unanswered/blank** in the setup tool or click "no" on expenses sections.

If the budget was previously edited and saved as a draft, the form will display a blue box at the top stating "Previously-entered budget data has been placed into the form."

## Setup Tool Questions

### Preliminary Questions – page 1

- **Local Funding** and **Dues Rebate** revenue amounts: DMS auto-calculates these amounts based on your Local's average number of duespayers over the last six months.
  - Click "yes" if the duespayer count and dollar figure is correct.
  - Click "no" if your duespayer count or dollar figure is incorrect.
  - Clicking "no" means you must enter an annual revenue amount for the line(s). These amounts can be calculated using the funding formulas in Funding 12 and Funding 13 or by using a recent financial statement to estimate an annual amount.

- **Default rate:** Head Nurse top rate with Long Service Pay Adjustment.
  - Click "yes" to use this rate throughout your budget form or to leave it as is and change rates for specific budget lines after you finish with the setup tool.
  - Click "no" to enter a different rate.

- Click "Next" to advance to the next page. If you would like to save & exit the budget setup tool, answer "yes" to "Do you want to finish the budget setup on this page?"

## Revenue – page 2

- **Total Interest:** Calculate and enter an annual interest income estimate based off the Local's financial statements.
- **Miscellaneous**: Enter any other Local revenue outside of Local Funding, Dues Rebates, interest, levies, and UNA grants. Most Locals leave this blank.
- **Levy**: Some Locals, with approval of their membership have instituted a Local dues levy. These dues are in addition to the UNA dues rate. Click the checkbox if your Local has a levy. The levy amount will auto-calculate based on the duespayer count and levy information in DMS. Click "yes' if it is correct or "no" to specify the correct annual levy revenue amount.
- **Grants**: If your Local receives a UNA Grant (Funding 14), click the checkbox. Then click the grant type received and enter the annual amount the Local receives.
- Click "Next" to advance to the next page. If you would like to save & exit the budget setup tool, answer "yes" to "Do you want to finish the budget setup on this page?"

## Operating Budget Expenditures – page 3

- Click "yes" under any sections where the Local foresees expenses, or click "yes" to view what items fall under the section.
- Choose the specific budget line from the drop-down menu.
- **Enter the annual amount** of hours or dollars (whichever the line specifies).
- To **add** another line, click the "Add Row" button below the section.
- To **remove** a line, click the "Remove" button on the right of the line you wish to remove.
- **Caution:** only select each line *once* from the drop-down menu. If you select a single line twice, only the bottom value will be entered on the budget form.
- **UNA Provincial Meeting Expenses**: Click the checkbox next to any meetings to enter amounts for sending *locally* funded observers in addition to their provincially funded attendees.
- Click "no" for any sections where the Local does not foresee expenses or if you do not want to enter or overwrite any data in that section.

## Saving the Setup Tool Data

- Click "Complete" on page three of the tool once you have finished entering data.
- Click "OK" on the pop-up on the top of the screen indicating the budget info will be saved as a draft and to wait for the page to refresh.
- Wait for the budget to save.
- Click "View the Budget Form" to view your draft budget or to make further changes.