

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



Council Rep Expense Report Form

(monthly allowance for Area Rep meetings)

Name _____ Employee No. _____ 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)]

Month: _____ 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 10/13/2014

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 2016/2017

	A	M	W	X	Y	Z	AA	AB	AC	AD
			2015-16		2016-17					
		Projected year end (based upon Proposed Budget	9 mon Dec '14 YTD)		Proposed Budget					
1										
2										
3										
4	INCOME:									
5										
6										
7	STAFF OPERATIONS:									
8										
9	SPEEA FACILITIES:									
10										
11	PROFESSIONAL SERVICES:									
12										
13	OFFICE OPERATIONS:									
14										
15	COUNCIL & EXECUTIVE BOARD OPERATIONS:									
16		11,317,829	11,279,756		11,313,804					
17		6,825,144	6,959,895		6,991,115					
18	ORGANIZING COSTS:	308,000	292,056		308,000					
19		540,000	555,437		546,600					
20	NEGOTIATIONS & RESERVES:	320,700	318,751		325,700					
21		644,895	687,212		639,249					
22	BUILDINGS & CAPITAL EQUIPMENT:	55,000	61,620		55,000					
23		10,000	96,681		50,000					
24	TRAINING, SUPPORT & SERVICES:									
25		560,575	532,971		559,450					
26	AFFILIATE COSTS:	2,000,499	1,935,317		1,901,862					
27	TOTAL EXPENSES	11,264,813	11,439,942		11,376,976					
28		40,000			800,000					
29	RESERVES:				900,000					
30	General							4,587,728		
31										
32	Negotiations								1,613,846	
33										
34	Organizing								1,277,759	
35										
36	Building/SPInc								3,912,703	
37										
38									487,421	
39										
40	Legal remedies (reimbursement of dues income/local expenses)									
41										
42	INCOME OVER EXPENSES	13,016	(160,185)		36,828				11,879,457	

	A	M	W	X	Y	Z	A	AB	AC	AD
						2016-17				
1			Projected year end (based upon Proposed Budget	2015-16		Proposed Budget				
2			9 mon Dec '14 YTD)							
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Section 4 – SPEEA Financials

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Section 4 – SPEEA Financials

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2			Projected year end (based upon Proposed Budget '14 YTD)			Proposed Budget				
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			2015-16		2016-17					
		Projected year end (based upon Proposed Budget '14 YTD)		Proposed Budget						
1										
2										
3										
155	COUNCIL & EXECUTIVE BOARD OPERATIONS:									
156	FOOD									
157	Executive Board & Executive Board Cmte						8,000		7,300	[S-C]
158	Joint Committees						2,000		7,500	[S-C]
159	Tellers						1,500			
160	Judicial Review						200			
161	SPEEA Council						8,040			
162	SPEEA Council Committees						1,486			
163	NW Regional Council						899		21,000	[NW-C]
164	NW Council Committees						200		10,000	[NW-C]
165	NW Council/Area Rep expenses						7,300			[NW-C]
166	MidW Regional Council						4,471		4,000	[MidW-C]
167	MidW Council Committees						8,529		2,000	[MidW-C]
168	MidW Council/Area Rep Expenses						20,927			[MidW-C]
169	MidW Wichita Engineering Unit (WEU)						11,038		500	[MidW-C]
170	MidW Wichita Technical and Professional Unit AMREBU						4,460		500	[MidW-C]
171	total food	64,210	59,994		64,500					
172	Mileage & childcare reimbursements									
173	Partnership activities									
174	Shareholder meeting presence									
175	Community Participation									
176		10,000	6,683						3,500	[MidW-C]
177										
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198										
							7,500		61,050	[S-C]
							3,500		30,770	[NW-C]
							110,320		500	[MidW-C]
							500			[MidW-C]

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	A	IV	W	X	Y	Z	AB	AC	AD
			2015-16		2016-17				
			Projected year end (based upon Proposed Budget '14 YTD)		Proposed Budget				
1									
2									
3									
199									
200	Legislative Affairs						Staff support of activities and expenses related to SPEEA's white papers General, including IFPTE Leas Conference	30,000	
201							FBI Legislative Action Committee	45,314	
202	Executive Board						SPEEA Leg & Public Affairs Committee	14,240	[S-C]
203							- NCSL - (4) attendees	1,400	[S-C]
204							NW L&PA Committee	0	[NW-C]
205							- NCSL none budgeted here	2,500	[NW-C]
206							MidW L&PA Committee	0	[MidW-C]
207							- NCSL (2) attendees NCL & NCSL/ (2) to only NCSL	0	[MidW-C]
208							(\$11,400 in MidW Council Budget)		
209									
210	Conferences, Travel and misc								
211	Executive Board						FB members' travel and other activities	10,000	
212									
213									
214									
215	SPEEA Council								
216							SPEEA Council	200	[S-C]
217							Council Officers	500	[S-C]
218							Organizational Planning	0	[S-C]
219							Diversity Committee: Movie nights, panel discussion, boo	2,100	[S-C]
220				111,235			Steve Pezzini HOPE award	0	[S-C]
221				36,731			Recognition	0	[S-C]
222				14,185					
223	NW Council			24,900			Northwest Council	0	[NW-C]
224				6,216			Council Officers	300	[NW-C]
225			10,000	2,900			Area Rep Recognition Event - moved to Executive Board	500	[NW-C]
226				200			Recognition & Awards		
227				500			ACT: book club (books included in Subscriptions & Books)		
228				2,000			New Hire		
229				5,750			Women's Advocacy (SPEEA/WAC forum and other course offered by WAC, movie and book nights)	2,175	[NW-C]
230									
231				300					
232	MidW Regional Council			500			MidW Council Officers - General	0	[MidW-C]
233							MidW Regional Council: Recognitions	1,000	[MidW-C]
234							& Member Appreciations MidW Regional Council		
235				0			MidW Area rep appreciation event	3,500	[MidW-C]
236				4,950			MidW WAC	0	[MidW-C]
237				1,000			budgeted within Internal Organization/New Recruitment		
238				1,000					
239				0					
240	Recognition Events			24,000			NW Awards Banquet	24,000	[NW-C]
241	Activist recognition events are chargeable for Reck			0					

	A	M	W	X	Y	Z	AA	AB	AC	AD
			2015-16		2016-17					
			Projected year end (based upon Proposed Budget '14 YTD)		Proposed Budget					
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Section 4 – SPEEA Financials

	A	M	W	X	Y	Z	AA	AB	AC	AD
			2015-16		2016-17					
		Projected year end (based upon Proposed Budget '14 YTD)			Proposed Budget					
1										
2										
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285										
286	SPOTLITE									
287	Postage, paper, sorting									
288										
289	Membership Meetings									
290										
291										
292										
293										
294										
295										
296										
297										
298	Temporary medical insurance									
299										
300	Membership Activities									
301										
302										
303										
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306										
307										
308										
309										
310										
311	Training and Leadership conference									
312	Council Convention									
313	Leadership Conference									
314	Travel Costs									
315	and other training									
316										
317										
318										
319										
320										
321										
322										
323										
324										
325										
326	Staff training & education									
327	Includes professional affiliation									

	A	M	W	X	Y	Z	AB	AC	AD
			2015-16		2016-17				
			Projected year end (based upon Proposed Budget '14 YTD)		Proposed Budget				
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	A	M	W	X	Y	Z	AA	AB	AC	AD
1					2016-17					
2			Projected year end (based upon Proposed Budget 9 mon Dec '14 YTD)		Proposed Budget					
3							Washington State (annual and legislative)		11,000	[NW-C]
373							NW CLUW Events (NEBs and Conventions)		9,030	[NW-C]
374							MidW WAC: Spring Women in Aviation Conference		3,200	[MidW-C]
375							MidW CLUW Events (NEBs and Conventions)		3,000	[MidW-C]
376							MidW WAC: Annual Western Regional Summer Institute on Union Women (CA)		3,600	[MidW-C]
377							MidW Central States IEPTE (3) 1st & 3rd Qs		4,000	[MidW-C]
378							MidW: Kansas State AFL-CIO Workforce summit		1,250	[MidW-C]
379							MidW: Kansas State AFL-CIO Delegate attend 1/4ly			
380							Record note MidW J & P A L - milestone		0	[MidW-C]
381							MidW: Wichita/Hutch Labor Fed Delegate		900	[MidW-C]
382							MidW: AFL-CIO Community Services Conference		250	[MidW-C]
383							MidW: Kansas AFL-CIO bi annual (5)		1,250	[MidW-C]
384							MidW: IEPTE Next Up Young Workers Summit (2)		3,000	[MidW-C]
385										
386			10,635							
387			14,671				Allocated to support other labor organizations & causes		30,350	
388			3,843				Includes Spokane Labor Rally		1,000	
389			5,000				2012-15 Washington State Labor Education completed			
390			700				SPEEA Council Labor support activities and donations (APBL & APAL A. benefits)		2,950	[S-C]
391			40,300				NW Council Labor Support Items		3,700	[NW-C]
392			14,107				NW Labor Delegates Forum events		300	[NW-C]
393			10,000				MidW Council Labor Support Items		2,000	[MidW-C]
394			1,000		40,300					
395			2,000.499	1,935.317	1,901.862					
396										
397										
398										
399							- building reserves available			
400							Building Reserve balances total 12/31/2015		3,912,703	
401										
402							SPlnc Reserve balances total 12/31/2015		487,421	
403										
404							2016/17 potential items include:			
405							- Document Retention			
406							- repurpose print shop. HQ			
407							- Everett office alignment			
408							- envelope opener (for Tellers)			
409										
410										
411										
412										
413							TOTAL BUILDING RESERVES			

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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