**IUE-CWA Financial Department Information Sheet**

**Appropriate Uses of Local Dues Money**

**(Based on CWA Local Budget worksheet and per local membership approval)**

1. **Per Capita/Affiliation dues**: State and Local AFL-CIO, CWA State Councils
2. **Office and Admini strative:** Rent (Office and/or Storage), Mortgage, Real Estate Taxes, Utilities, Internet, Telephone, Insurance, Office Supplies and Equipment, Printing local newspapers and reports, postage, stationary supply (letterhead), Business cards, Bank service Charges, accounting services including yearly audit.
3. **Wages and Expenses:** Officer lost time and/or stipends (according to CWA, should not exceed 30% of total budget) Office employees wages, Officer cell phone stipends lost time for stewards, executive board meetings, trustee callouts, committee callouts, health and safety meetings, etc. Payroll taxes, bonding
4. **Organization Expenses**: Local elections, lost time expenses for steward trainings, officer trainings, work site meetings, membership meetings, attendance at IUE-CWA and CWA National and District Conferences and Conventions, AFL CIO Conventions, Holiday parties (within reason), organizing new units, internal organizing, new member materials, local website expenses
5. **Contributions:** Community partners, CWA programs, Coalitions, local charities (thoroughly vetted)
6. **Contributions to Local contingency reserve Fund**

\***When in doubt about an expense, please contact IUECWA HQ in Dayton OH or CWA HQ in Washington DC**