

**ALL FACULTY ASSOCIATION**

**Schedule of Unrestricted General Operating Expenses and the  
Allocation of Expenses Between Chargeable and Non-Chargeable**

**For the Year Ended June 30, 2008**

**(With Independent Auditor's Report)**

**GIBSON & COMPANY, INC.**  
**CERTIFIED PUBLIC ACCOUNTANT**

4600 NORTHGATE BLVD., SUITE 115 • SACRAMENTO, CALIFORNIA 95834-1121  
(916) 484-1252 FAX (916) 484-1123  
WEBSITE WWW.GIBSONCOCPA.COM

**INDEPENDENT AUDITOR'S REPORT**

Executive Council  
ALL FACULTY ASSOCIATION

We have audited the accompanying Schedule of unrestricted general operating expenses and the allocation of expenses between chargeable and non-chargeable for the year ended June 30, 2008. This Schedule is the responsibility of the All Faculty Association's management. Our responsibility is to express an opinion on this Schedule based on our audit.

We conducted our audit in accordance with U. S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Schedule is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the Schedule. An audit also includes assessing the accounting principles used and significant estimates made by the All Faculty Association's management, as well as evaluating the overall presentation of the Schedule. We believe that our audit provides a reasonable basis for our opinion.

This report reflects only the unrestricted general operating expenses of All Faculty Association and was prepared for the purpose of allocating those expenses between chargeable and non-chargeable activities of the Association. It is not intended to be a complete presentation of All Faculty Association's financial position or changes in net assets. We have audited the complete financial statements of All Faculty Association for the year ended June 30, 2008, and have issued our report thereon dated December 5, 2008.

In our opinion, the Schedule referred to above presents fairly, in all material respects, the unrestricted general operating expenses of All Faculty Association for the year ended June 30, 2008, and the allocated expenses between chargeable and non-chargeable on the basis of the definitions and significant factors and assumptions described in Note 2.

This report is intended solely for the information and use of All Faculty Association and its agency fee payers and is not intended to be and should not be used by anyone other than these specified parties.

GIBSON & COMPANY, INC.  
CERTIFIED PUBLIC ACCOUNTANT  
*Gibson & Company, Inc.*  
*Certified Public Accountant*

December 5, 2008  
Sacramento, California

ALL FACULTY ASSOCIATION

Schedule of Unrestricted General Operating Expenses and the  
Allocation of Expenses Between Chargeable and Non-Chargeable

For the Year Ended June 30, 2008

	<u>Total</u>	<u>Chargeable</u>	<u>Non-Chargeable</u>
Expenses:			
Salaries	\$ 60,455	60,341	114
Payroll taxes	5,694	5,683	11
Worker's compensation insurance	<u>1,012</u>	<u>1,010</u>	<u>2</u>
Total Payroll and Related Expenses	67,161	67,034	127
Computer supplies	400	399	1
Conferences and travel	5,836	5,836	-0-
Depreciation	973	971	2
Donations	150	-0-	150
Equipment rental and maintenance	5,332	5,321	11
Events	4,851	4,619	232
Liability insurance	3,386	3,379	7
Accounting fees	5,100	5,095	5
Legal fees	7,562	7,562	-0-
Office supplies	1,485	1,482	3
Postage	3,016	3,010	6
Professional dues	3,325	3,325	-0-
Publications/production	2,059	2,055	4
Reassigned time	24,490	24,490	-0-
Stipends	29,662	29,662	-0-
Rent	4,872	4,872	-0-
State taxes	30	30	-0-
Property taxes	179	179	-0-
Telephone	61	61	-0-
Recognitions and awards	842	-0-	842
Subscriptions	<u>50</u>	<u>50</u>	<u>-0-</u>
Total General & Administrative Expenses	<u>103,661</u>	<u>102,398</u>	<u>1,263</u>
Total Expenses	<u>\$ 170,822</u>	<u>169,432</u>	<u>1,390</u>
Chargeable Percentage		<u>99.19%</u>	

See the accompanying notes.

## ALL FACULTY ASSOCIATION

### Notes to the Schedule of Unrestricted General Operating Expenses and the Allocation of Expenses Between Chargeable and Non-Chargeable

For the Year Ended June 30, 2008

#### (1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

##### a) Nature and Purpose of the Association

All Faculty Association's purpose is to represent members in the following matters: salary, benefits, working conditions, assistance in filing and pursuing employee grievances, legal representation on both an individual and class basis, and technical assistance in matters of job classification. Dues revenue is derived solely from representing full-time and part-time faculty members at Santa Rosa Junior College. This bargaining agreement expires June 30, 2009.

##### b) Background - Non-member Fees

On September 28, 2000 the Governor of the State of California signed SB 1960. SB 1960 (now Government Code Sections 3540.1, 3543, 3546, and 3583.5) is effective January 1, 2001 and requires "public school employees who are in a unit for which an exclusive representative has been selected to be required, as a condition of continued employment, either to join the recognized employee organization or to pay the organization a fair share fee."

In 1986, the United States Supreme Court issued a decision regarding certain procedures that must be followed by a local union that is collecting fair share fees from non-members under a collective bargaining agreement with a public employer. In *Chicago Teachers Union vs. Hudson*, the United States Supreme Court reaffirmed the constitutionality of such fair share fee agreements, originally upheld in *Abood vs. Detroit Board of Education*. In another earlier case, *Ellis vs. Railway Clerks*, the United States Supreme Court had held that certain union expenditures could be charged to fair share fee payers, but that certain others could not be charged.

In 1988, the United States Supreme Court issued a decision holding that unions covered under the National Labor Relations Act (NLRA) may not charge non-members fees for nonrepresentational activities when the non-members are covered by collective bargaining agreements and object to such fees for nonrepresentational activities. This decision, known as *Communications Workers of America vs. Beck*, applies to the standard union shop, where the board and courts have long held that any bargaining unit employees may opt to be classified as a "financial core status employee" if he/she does not wish to join the union.

## ALL FACULTY ASSOCIATION

### Notes to the Schedule of Unrestricted General Operating Expenses and the Allocation of Expenses Between Chargeable and Non-Chargeable

For the Year Ended June 30, 2008

#### (1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

##### c) Basis of Accounting

To ensure observance of limitations and restrictions placed on the use of resources available to All Faculty Association, the accounts of All Faculty Association are maintained in accordance with the principles of non-profit accounting. The expenses detailed herein are from general operating net assets and do not include expenses from separate segregated net assets.

##### d) Equipment

Purchased equipment having an extended useful life are capitalized as equipment at cost. Maintenance and repair costs are charged to expenses as incurred. Replacements and Capital improvements over \$300 are charged to the equipment account. All donated assets are recorded at fair market value at the time of receipt. Depreciation for equipment is recorded using the straight-line method over a period of five to seven years.

##### e) Incorporation/Income Taxes

The Association is organized pursuant to the General Non-Profit Law of the State of California and is exempt from Federal and State income taxes under I.R.C. Section 501(c)(5) and California Revenue and Taxation Code Section 23701A.

##### f) Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

## ALL FACULTY ASSOCIATION

### Notes to the Schedule of Unrestricted General Operating Expenses and the Allocation of Expenses Between Chargeable and Non-Chargeable

For the Year Ended June 30, 2008

#### (2) ALLOCATION OF CHARGEABLE/NON-CHARGEABLE EXPENSES:

##### a) Chargeable Expenses

These expenses are those which relate to All Faculty Association services to represented employee groups with respect to collective bargaining, contract enforcement, field representation, Association governance, and publications.

The expenses as to the following activities are totally chargeable:

1. Governing the local Association, including local Association elections.
2. Gathering information in preparation for negotiating of collective bargaining agreements.
3. Gathering information from employees concerning collective bargaining positions.
4. Negotiating collective bargaining agreements.
5. Handling grievances.
6. Ratification of collective bargaining agreements.
7. Public advertising on the negotiations, or provisions in collective bargaining agreements, as well as on matters relating to representational interests in the collective bargaining process and contract administration.
8. Purchasing books, reports, and advance sheets used in matters relating to representation and contract administration.
9. Paying technicians and professionals in labor law, economics, and other subjects for services used in (a) negotiating and administering collective bargaining agreements and in (b) processing grievances and arbitrations.
10. Membership meetings and conventions.
11. Publishing those portions of newspapers and newsletters which concern matters for which a local Association can charge a fairshare fee payer.

## ALL FACULTY ASSOCIATION

### Notes to the Schedule of Unrestricted General Operating Expenses and the Allocation of Expenses Between Chargeable and Non-Chargeable

For the Year Ended June 30, 2008

#### (2) ALLOCATION OF CHARGEABLE/NON-CHARGEABLE EXPENSES: (Continued)

##### a) Chargeable Expenses (Continued)

12. Supporting and paying affiliation fees to state and other local councils, to the extent that such support and fees relate to the representational interests of the Association in the collective bargaining process and contract administration.
13. The prosecution or defense of litigation or charges to enforce rights relating to concerted activity and collective bargaining, as well as collective bargaining agreements, and any litigation related to chargeable activities.
14. Social and recreational activities open to all persons represented by the Association.
15. Payments for insurance, medical care, retirement, disability, and death-related benefits for persons paid for services in carrying out the representational interests of collective bargaining and contract administration.
16. Operating and administrative costs, i.e., rent, utilities, automobile, etc. prorated to representational issues.
17. Lobbying state or local legislative bodies to secure ratification of negotiated agreements.

##### b) Non-chargeable Expenses

These expenses are those dealing with political and ideological matters, and do not relate to matters involving collective bargaining, contract enforcement, field representation, Association governance, and publications.

The expenses as to the following activities are non-chargeable:

1. Training and voter registration, get-out-the-vote, and political campaigns.
2. Supporting and contributing to charitable or ideological organizations.
3. Supporting and contributing to political organizations and candidates for public office.

## ALL FACULTY ASSOCIATION

### Notes to the Schedule of Unrestricted General Operating Expenses and the Allocation of Expenses Between Chargeable and Non-Chargeable

For the Year Ended June 30, 2008

#### (2) ALLOCATION OF CHARGEABLE/NON-CHARGEABLE EXPENSES: (Continued)

##### b) Non-chargeable Expenses (Continued)

4. Supporting and contributing to ideological causes and committees, including ballot measures.
5. Supporting and contributing to activities as to foreign affairs.
6. Members-only benefits.
7. Litigation not related to bargaining unit members, collective bargaining and representation.
8. Lobbying for collective bargaining legislation, regulations, ordinances or charter amendments affecting wages, hours, and working conditions before Congress, State legislatures, state and federal agencies, local boards or councils.
9. Organizing non-Association or unaffiliated employees.

##### c) Allocation Methodology

###### 1. Salaries

The office coordinator, office coordinator/accountant/Web master and the student assistant prepare time sheets. Based on the functions performed, these hours were allocated between chargeable and non-chargeable activities as categorized above. The individual salaries are allocated based on the ratio of specific chargeable and non-chargeable hours.

###### 2. Payroll taxes, Workers compensation

These expenses are allocated based on the ratio of total salaries allocated above.

# ALL FACULTY ASSOCIATION

## Notes to the Schedule of Unrestricted General Operating Expenses and the Allocation of Expenses Between Chargeable and Non-Chargeable

For the Year Ended June 30, 2008

### (2) ALLOCATION OF CHARGEABLE/NON-CHARGEABLE EXPENSES: (Continued)

#### c) Allocation Methodology (Continued)

##### 3. Conferences and Travel

These cost are allocated based on the specific conferences attended and the related material covered at those conferences

##### 4. Donations

These costs are allocated to non-chargeable as they are expenses supporting and contributing to charitable, political or ideological organizations.

##### 5. Events

Events are 100% chargeable as these costs are for meetings of the Council, general membership, and the negotiating team.

##### 6. Accounting

A percentage of the annual accounting cost that management believes, based on discussions with our accountant, is reflective of the cost of this schedule is directly chargeable to fee payers. All remaining costs are allocated based on the ratio of total chargeable/non-chargeable hours for all employees.

##### 7. Legal

Legal costs are allocated based on the actual services provided as detailed on the consultant's billings.

##### 8. Professional Dues

Dues are allocated based on the organization the Association is paying dues to and it's related activities.

## ALL FACULTY ASSOCIATION

### Notes to the Schedule of Unrestricted General Operating Expenses and the Allocation of Expenses Between Chargeable and Non-Chargeable

For the Year Ended June 30, 2008

#### (2) ALLOCATION OF CHARGEABLE/NON-CHARGEABLE EXPENSES: (Continued)

##### c) Allocation Methodology (Continued)

##### 9. Publications/Production

Publications/production costs are allocated based on the portions of the publication which concern matters for which the Association can charge fee payors.

##### 10. Reassigned Time & Stipends

Reassigned time and stipend costs are allocated based on the specific activity of the individual. All general reassigned time and stipends are allocated based on the ratio of total chargeable/non-chargeable hours.

##### 11. Rent

Rent is 100% chargeable as the space occupied would have to be rented regardless of non-chargeable activity.

##### 12. All other expenses

All other expense account costs are allocable based on the ratio of total chargeable/non-chargeable hours.

##### 13. State Taxes, Property Taxes

Taxes are 100% chargeable as the amount paid is due regardless of non-chargeable activity.