

**SEIU LOCAL 500, INC.**

**CONSOLIDATED STATEMENT OF EXPENSES AND  
ALLOCATION OF EXPENSES BETWEEN CHARGEABLE  
EXPENSES AND NON-CHARGEABLE EXPENSES -  
MODIFIED CASH BASIS**

**YEAR ENDED SEPTEMBER 30, 2016**

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## REPORT OF INDEPENDENT AUDITORS

To the Executive Board of  
SEIU Local 500, Inc. and its Wholly-Owned Subsidiary

We have audited the accompanying consolidated statement of expenses and the allocation of expenses between chargeable and non-chargeable expenses - modified cash basis for SEIU Local 500, Inc. and its wholly-owned subsidiary (Local 500) for the year ended September 30, 2016, and the related notes to the consolidated statement.

### **Management's Responsibility for the Consolidated Statement of Expenses and the Allocation of Expenses Between Chargeable and Non-Chargeable Expenses**

Management is responsible for the preparation and fair presentation of this consolidated statement in accordance with the modified cash basis of accounting as described in Note 1, the description presented in Note 2 and the significant factors and assumptions described in Note 3. This includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of this consolidated statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the consolidated statement that is free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on this consolidated statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated statement.



We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the consolidated statement referred to above presents fairly, in all material respects, the total consolidated expenditures of Local 500 for the year ended September 30, 2016, and the allocation of the consolidated expenses between chargeable expenses and non-chargeable expenses based on the descriptions presented in Note 2 and the significant factors and assumptions described in Note 3.

### **Basis of Accounting**

We draw attention to Note 1 of the consolidated statement, which describes the basis of accounting. The consolidated statement is prepared on the modified cash basis of accounting, which is a basis other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

### **Other Matters**

We have audited in accordance with auditing standards generally accepted in the United States of America to the consolidated financial statements of Local 500 for the year ended September 30, 2016, and our report thereon dated DATE expressed an unqualified opinion on those statements.

The total expenses reflected in Column A of the consolidated statement agree to the expenses in the audited consolidated financial statement (modified cash basis) of the Local Union for the year ended September 30, 2016, as modified to remove certain expenses, as detailed in Note 4. The allocation of consolidated expenses between chargeable and non-chargeable is based on the definitions and significant factors and assumptions described in notes 2 and 3.

The accompanying consolidated statement was prepared for the purpose of determining the fairshare cost of services rendered by Local 500 for employees represented, but not members of Local 500. The accompanying consolidated statement is not intended to be a complete presentation of Local 500's financial statements.

### **Intended Use of This Report**

This report is intended solely for the information and use of the Service Employees International Union, Local 500, its affiliates and the agency fee payers and should not be used for any other purposes.

*Calibre CPA Group, PLLC*

Bethesda, MD  
February 15, 2017

**SEIU LOCAL 500, INC.**

**CONSOLIDATED STATEMENT OF EXPENSES AND ALLOCATION OF  
EXPENSES BETWEEN CHARGEABLE EXPENSES  
AND NON-CHARGEABLE EXPENSES -  
MODIFIED CASH BASIS**

YEAR ENDED SEPTEMBER 30, 2016

	Column A	Column B	Column C	
	Total Expenses	Chargeable Expenses	Non-Chargeable Expenses	Note
Chapter activities	\$ 123	\$ 123	\$ -	3a
Contract and maintenance	2,101,610	2,101,610	-	3b
Organizing	808,453	808,453	-	3c
Childcare	1,334	1,334	-	3d
Affiliation fees	1,676,784	1,259,197	417,587	3e
Legislative and political education	135,545	-	135,545	3f
Other contributions	1,400	-	1,400	3g
Management and general office	<u>779,361</u>	<u>779,361</u>	<u>-</u>	3h
 Total expenses	 <u>\$ 5,504,610</u>	 <u>\$ 4,950,078</u>	 <u>\$ 554,532</u>	
 Percentage	 <u>100%</u>	 <u>90%</u>	 <u>10%</u>	

See accompanying notes to consolidated statement.

**SEIU LOCAL 500, INC.**

**NOTES TO CONSOLIDATED  
STATEMENT OF EXPENSES AND ALLOCATION OF  
EXPENSES BETWEEN CHARGEABLE EXPENSES  
AND NON-CHARGEABLE EXPENSES -  
MODIFIED CASH BASIS**

YEAR ENDED SEPTEMBER 30, 2016

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

- a. **Method of Accounting** - The consolidated statement has been prepared using the modified cash basis of accounting. Expenses are recognized when paid rather than when incurred. For purposes of this consolidated statement, the activity of the MCCSSE PAC Fund, which is not funded with membership dues, has been excluded.
- b. **Depreciation** - Depreciation and amortization of buildings, improvements, furniture and equipment are generally computed over the estimated useful lives of the related assets by the straight-line method.
- c. **Tax Status** - SEIU Local 500, Inc. and the Building Corporation qualify for tax exempt status under the provisions of the Internal Revenue Code (IRC) and are, therefore, not subject to tax under present income tax laws, except that any unrelated business income is subject to certain taxes. Forms 990, *Return of Organization Exempt from Income Tax*, and Form 990-T, *Exempt Organization Unrelated Business Income Tax Return*, for the years ended September 30, 2013, through 2015 are subject to examination by the IRS, generally for three years after they were filed.

For the year ended September 30, 2016, Local 500 has documented its consideration of its uncertain tax positions and determined that no material uncertain tax positions qualify for either recognition or disclosure in this consolidated statement under current standards.

- d. **Management Estimates and Assumptions** - The presentation of this consolidated statement requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the consolidated statement and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from the estimates.

**NOTE 2. DESCRIPTION OF THE BASES FOR CLASSIFYING CHARGEABLE EXPENSES AND NON-CHARGEABLE EXPENSES**

- a. **Chargeable Expenses** - Chargeable expenses are those expenses incurred by Local 500 for representational activities. Representational activities are those duties that Local 500 performs as a representative of the employees in dealings with the employers, including collective bargaining, contract administration, grievance arbitration, and other activities germane to the collective bargaining process.

Activities that are classified as chargeable include the following: preparation for and negotiation of collective bargaining agreements; contract administration including grievance activities; economic actions including strike related expenses such as strikes, picketing, boycotts and demonstrations to maintain a unified front in support of collective bargaining objectives; expenses of litigation incident to negotiating and administering contracts, settling grievances and disputes, arbitrations, and conducting other litigation before administrative agencies; publications to the extent they report on Local 500's representational or administrative activities; membership education and training pertaining to grievance handling and arbitration; legislative and government activities which are worker related including preparation of literature, correspondence, demonstrations and meetings; organizing (including internal organizing); governance of Local 500 including conventions, Executive Board meetings and expenses; internal administration of Local 500 including formulating policy, judicial administration, financial administration, and maintenance of membership status; and, per capita tax or fees paid to various labor organizations to the extent they are expended for germane items.

- b. **Non-Chargeable Expenses** - Non-chargeable expenses are those expenses incurred by Local 500 for the benefit and advancement of the members and their union which are not considered representational activities for non-members. Non-chargeable activities are those services that are ideological or political in nature, exclusively for the benefit of members, and those that are not considered germane to representing non-members in the collective bargaining process.

Activities that are classified as non-chargeable include the following: legislative and government activities which are citizen related; litigation costs that are not germane to member representation; public relations and other efforts directed toward functional activities that are not considered germane to representing non-members in the collective bargaining process; political activity expenses which include support at the Federal, state or local level; and publications to the extent they report on non-administrative or non-representational activities. Other non-chargeable examples include: charitable contributions; per capita tax or fees paid to a labor organization to the extent they are spent on non-chargeable items; and, the cost of benefits that are not available to non-members.

**NOTE 3. SIGNIFICANT FACTORS AND ASSUMPTIONS USED IN THE ALLOCATION OF EXPENSES BETWEEN CHARGEABLE EXPENSES AND NON-CHARGEABLE EXPENSES**

- a. **Chapter Activities** - The costs incurred associated with meetings with members or administrators regarding enforcement of the contract, conferences and trainings specific to the Chapter including representation, safety or other collective bargaining matters. These costs are considered to be chargeable based on the description of chargeable costs in Note 2a.
- b. **Contract and Maintenance** - The costs incurred during grievance and arbitration activities are considered to be chargeable based on the description of chargeable costs in Note 2a.
- c. **Organizing (Including Internal Organizing)** - The costs incurred pertaining to recruitment of members are considered to be chargeable based on the description of chargeable costs in Note 2a.
- d. **Childcare** - The cost incurred related to the childcare division are considered chargeable based on the description of chargeable costs in Note 2a.
- e. **Affiliation Fees** - The payment of per capita taxes to the International Union were allocated between chargeable and non-chargeable based on the International's chargeable and non-chargeable percentage as reported in their statement of expenses and allocation of expenses between chargeable expenses and non-chargeable expenses for the year ended September 30, 2016. All other affiliation fees are considered to be non-chargeable.
- f. **Legislative and Political Education** - Costs incurred in the education of voters, voter registration drives and communication surrounding political matters affecting Local 500 members are considered to be non-chargeable based on the description of non-chargeable costs in Note 2b.
- g. **Other Contributions** - Charitable or civic contributions are considered to be non-chargeable.
- h. **Management and General Office** - Administrative costs incurred in the ordinary course of business are considered to be chargeable based on the description of chargeable costs in Note 2a. These costs include office supplies, stationary, telephone expense, utilities, etc.

**NOTE 4. RECONCILIATION TO AUDITED FINANCIAL STATEMENTS**

The expenses included in this consolidated statement are based upon the total expenses of \$5,552,159 reported in the audited consolidated financial statements of Local 500 for the year ended September 30, 2016. The total expenses per the consolidated financial statements have been modified for certain adjustments, as shown below:

Total expenses as reported in the audited consolidated financial statements	\$ 5,552,159
Salaries funded by SEIU	-
Third-party rental revenue	(40,493)
MCCSSE PAC Fund expenses paid from a fund of voluntary contributions from members	<u>(7,056)</u>
Total expenses as reported on this consolidated statement	<u>\$ 5,504,610</u>

**NOTE 5. SUBSEQUENT EVENTS**

Subsequent events have been evaluated through February 15, 2017, which is the date the consolidated statement was available to be issued. This review and evaluation revealed no new material event or transaction which would require an additional adjustment to or disclosure in the accompanying consolidated statement.

***Service Employees International Union, CTW, CLC***

*Consolidated Statement of Expenses and Allocation Between  
Chargeable Expenses and Nonchargeable Expenses Series 1*

*For the Year Ended December 31, 2015*

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**SERVICE EMPLOYEES INTERNATIONAL UNION, CTW, CLC  
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FOR THE YEAR ENDED DECEMBER 31, 2015**

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## REPORT OF INDEPENDENT AUDITORS

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To the Executive Board  
Service Employees International Union, CTW,  
CLC

### **Report on the Financial Statement**

We have audited the accompanying consolidated statement of expenses and allocation between chargeable expenses and nonchargeable expenses series 1 of Service Employees International Union, CTW, CLC for the year ended December 31, 2015, and the related notes to the statement.

### ***Management's Responsibility for the Financial Statement***

Management is responsible for the preparation and fair presentation of this statement in accordance with the significant accounting policies presented in Note 1 to the statement, the definitions presented in Note 2 to the statement and the significant factors and assumptions described in Note 3 to the statement; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the statement that is free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on the statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## REPORT OF INDEPENDENT AUDITORS

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### ***Opinion***

In our opinion, the consolidated statement of expenses and allocation between chargeable expenses and nonchargeable expenses series 1 presents fairly, in all material respects, the expenses of Service Employees International Union, CTW, CLC for the year ended December 31, 2015 and the allocation of those expenses between chargeable expenses and nonchargeable expenses on the basis of the definitions in Note 2 to the statement and the significant factors and assumptions described in Note 3 to the statement.

### ***Basis of Accounting***

We draw attention to the notes in the statement, which describe the basis of presentation. The total operating expenses reflected in the total expenses column in the statement agree to the expenses reflected in the audited consolidated financial statements of Service Employees International Union, CTW, CLC (the International Union) for the year ended December 31, 2015. Notes 2 and 3 to the statement describe the definitions of chargeable expenses and nonchargeable expenses and the significant factors and assumptions used in the allocation of expenses between chargeable and nonchargeable, which are used for the purpose of determining the fair share cost of services rendered by the International Union chargeable to agency fee payers. Our opinion is not modified with respect to that matter.

### ***Other Matter***

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of Service Employees International Union, CTW, CLC as of and for the year ended December 31, 2015, and our report thereon dated April 22, 2016 expressed an unmodified opinion on those financial statements.

### ***Restriction on Use***

This report is intended solely for the information and use of the Executive Boards and management of the Service Employees International Union, CTW, CLC, and its Local Unions and their agency fee payers, and is not intended to be and should not be used by anyone other than these specified parties.



***A Professional Corporation***

Bethesda, MD

September 21, 2016

**SERVICE EMPLOYEES INTERNATIONAL UNION, CTW, CLC**  
**CONSOLIDATED STATEMENT OF EXPENSES AND ALLOCATION BETWEEN**  
**CHARGEABLE EXPENSES AND NONCHARGEABLE EXPENSES SERIES 1**  
**FOR THE YEAR ENDED DECEMBER 31, 2015**

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	<u>Total Expenses</u>	<u>Chargeable Expenses</u>	<u>Non- Chargeable Expenses</u>
<b>OPERATING EXPENSES</b>			
Salaries	\$ 53,177,436	\$ 46,111,265	\$ 7,066,171
Benefits	24,036,949	20,631,845	3,405,104
Employee expenses	12,877,678	11,534,554	1,343,124
Professional fees	33,189,847	28,429,740	4,760,107
Non-employee generated expenses	6,813,785	6,209,999	603,786
Rent, utilities and building maintenance	3,743,962	3,740,112	3,850
Administrative expenses	12,733,903	12,099,667	634,236
Contributions	13,546,752	2,978,948	10,567,804
Subsidies, payments and withdrawals	53,864,027	48,562,418	5,301,609
Other Union expenses	<u>42,804,612</u>	<u>18,777,548</u>	<u>24,027,064</u>
<b>TOTAL OPERATING EXPENSES</b>	<u>256,788,951</u>	<u>199,076,096</u>	<u>57,712,855</u>
Less			
Political expenses paid from voluntary contributions	<u>(23,895,502)</u>	<u>-</u>	<u>(23,895,502)</u>
	<u>\$ 232,893,449</u>	<u>\$ 199,076,096</u>	<u>\$ 33,817,353</u>
<b>PERCENTAGE</b>	<u>100.000 %</u>	<u>85.479 %</u>	<u>14.521 %</u>

**SERVICE EMPLOYEES INTERNATIONAL UNION, CTW, CLC**  
**NOTES TO CONSOLIDATED STATEMENT OF EXPENSES AND ALLOCATION BETWEEN**  
**CHARGEABLE EXPENSES AND NONCHARGEABLE EXPENSES SERIES 1**  
**FOR THE YEAR ENDED DECEMBER 31, 2015**

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**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting**

The consolidated statement of expenses and allocation between chargeable expenses and nonchargeable expenses series 1 has been prepared on the accrual basis of accounting.

**Basis of Presentation**

The consolidated statement of expenses and allocation between chargeable expenses and nonchargeable expenses series 1 was prepared for the purpose of determining the fair share cost of services rendered by the Service Employees International Union, CTW, CLC - United States Division (the International Union) chargeable to agency fee payers. This statement is not intended to be a complete presentation of the International Union's financial position, or changes in its net assets and its cash flows in accordance with generally accepted accounting principles.

**Principles of Consolidation**

The accompanying consolidated statement of expenses and allocation between chargeable expenses and nonchargeable expenses series 1 includes the accounts of the United States Division, the Canadian Division, Political Education and Action Fund (PEA International), the Committee on Political Education (COPE) and 1800 Massachusetts Avenue Corporation, a not-for-profit corporation formed to be a title-holding corporation for the International Union's existing headquarters building. All significant intercompany balances and transactions have been eliminated in consolidation.

**Accounting Estimates**

The preparation of this financial statement requires management to make estimates and assumptions that affect the reported amounts of expenses during the reported period. Actual results could differ from those estimates.

**Subsequent Events**

In preparing this statement, management of the International Union has evaluated events and transactions that occurred after December 31, 2015 for potential recognition or disclosure in the statement. These events and transactions were evaluated through September 21, 2016, the date that the statement was available to be issued.

**NOTE 2: DEFINITIONS**

**Chargeable Expenses**

Chargeable expenses reflect the share of the costs of operations of the International Union which are considered necessarily and reasonably incurred for the purpose of assisting local unions in the performance of their duties as a representative of the employees in dealing with the employers on labor management issues, including the costs of:

- Negotiating and administering the collective bargaining contracts
- Settling grievances and disputes by mutual agreement, or in arbitration, court or otherwise
- Activities and undertakings normally and reasonably employed to implement the duties of the local union as representative of the employees in the bargaining unit
- Maintenance of the International Union's and local unions' existence

**NOTES TO CONSOLIDATED STATEMENT OF EXPENSES AND ALLOCATION BETWEEN  
CHARGEABLE EXPENSES AND NONCHARGEABLE EXPENSES SERIES 1**

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**NOTE 2: DEFINITIONS - continued**

The following are examples of expenses classified as chargeable:

- Preparation for and negotiations of collective bargaining agreements
- Contract administration including investigating and processing grievances
- Meetings, conferences, administrative, arbitral and court proceedings, and pertinent investigation and research in connection with work-related subjects and issues
- Handling work-related problems of employees
- Providing legal, economic and technical expertise on behalf of employees in all work-related matters
- Organizing

**Nonchargeable Expenses**

Nonchargeable expenses are those expenses incurred by the International Union for the benefit and advancement of represented employees and their union which are not considered representational activities for non-members. Non-chargeable activities include those services that are ideological or political in nature; those that are exclusively for the benefit of full union members; and those that otherwise are not considered germane to the collective bargaining process.

The following are examples of expenses classified as nonchargeable:

- Legislative and government activities outside the limited context of contract ratification or implementation
- Public relations and other efforts directed towards functional activities that are not considered germane to the collective bargaining process
- Political activity expenses which include support at the Federal, state, or local level
- Contributions to political and charitable organizations, or for community service activities
- Per capita tax fees paid to a labor organization
- Cost of benefits that are not available to non-members

**NOTES TO CONSOLIDATED STATEMENT OF EXPENSES AND ALLOCATION BETWEEN  
CHARGEABLE EXPENSES AND NONCHARGEABLE EXPENSES SERIES 1**

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**NOTE 3: SIGNIFICANT FACTORS AND ASSUMPTIONS RELATING TO THE ALLOCATION OF EXPENSES  
BETWEEN CHARGEABLE EXPENSES AND NONCHARGEABLE EXPENSES**

Significant factors and assumptions underlying the allocation of expenses between chargeable and nonchargeable expenses are summarized as follows:

Personnel expenses are allocated to chargeable and nonchargeable expenses based on the allocation of personnel costs as determined through a time study. The following are considered personnel expenses:

- Salaries
- Benefits
- Employee expenses

Non-personnel expenses are allocated to chargeable and nonchargeable expenses based on the nature of the expense as determined when the expense is incurred. The following are considered non-personnel expenses:

- Professional fees
- Non-employee generated expenses
- Rent, utilities and building maintenance
- Administrative expenses
- Contributions
- Subsidies, payments and withdrawals
- Other Union expenses

Expenses incurred by the SEIU Canadian Division and paid directly from Canadian per capita taxes are not included in the expenses reported on this statement.