

Treasurer and Membership

Newsletter Notes



THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS

February 2021 Issue

We are midway through winter and the days are getting longer. I hope that many of you had the opportunity to attend some of the great sessions that were presented at the virtual Collective Bargaining and Organizing Conference last month. At this time of the year, local treasurers and membership contacts should be focusing on finalizing and submitting your local audit (please remember that the president's letter needs two elected officer's signatures on it), reaching out and having conversations with anyone in your local that is a potential member, checking payroll dues deductions for accuracy, and beginning the process of preparing information for next year's budget proposal.

If you need to train your internal audit committee members on how to conduct an internal audit, please let us know as we would be more than happy to offer the training.

All these tasks take a great amount of time and I cannot thank you enough for serving as your local treasurer and membership contact in completing these important tasks.

In unity,

Treasurer Update

Audit reports update: We have received a number of audit reports for the 2019-20 fiscal year and look forward to receiving the rest soon. If your affiliate did not do an audit for the 2018-19 fiscal year, prepare separate financial reports for each fiscal year and have your audit committee review the financial records for both years. The [December newsletter](#) had a few suggestions on how to perform your affiliate's internal audit during the pandemic. Thank you for the work you have done or are about to do!

Affiliates have two options to submit audit reports. You can choose to email the report or mail hard copies to Education Minnesota.

Email: Scan and save your report as a PDF document and send to auditreports@edmn.org. Please ensure that all copies are legible.

- or -

Mail to: Education Minnesota
Attn: Accounting Department/Audit Reports
41 Sherburne Ave.
St. Paul, MN 55103-2196

[Rose](#) is working with [Shirley Roeber](#) who is assisting with affiliate audits. Shirley may contact you for additional information.

Outstanding Organizing for Settlement Fund loans: Locals who have received an Organizing for Settlement Fund loan must return any unused funds, as well as submit a financial report detailing all expenditures, within 60 days of their contract ratification. Expenditure reports need to be supported with photocopies of original, itemized receipts and sign-in sheets and rosters. These items should be emailed to jessica.schmidt@edmn.org or mailed to Education Minnesota Organizing for Settlement Fund – 41 Sherburne Ave., St. Paul, MN 55103. If you have any questions, please contact your field staff or [Jessica Schmidt](#).

How are you doing as the local treasurer? This is the sixth month into the school year and for most locals, you are about halfway through your fiscal year. Below are some quick questions to ask:

- Have you completed and submitted your annual audit report for the 2019-20 fiscal year?
- Have you filed required returns with the Internal Revenue Service?
- Is your local current on state and national dues payments?
- Do you reconcile your bank statement(s) monthly?
- Do you prepare and present complete and accurate financial statements to the governing/executive committee?
- Do you require adequate documentation for all expenses?
- Does your local use an expense reimbursement form?

Steps for success in your role as treasurer include understanding what needs to be done throughout each month, at the end of each month and at the end of each fiscal year.

Membership News & Billing Statement News

Billing statement email notification and account access.

1. The membership contact, president, and treasurer have access to the monthly billing statement.
2. A notice is emailed to the membership contact, president, and treasurer on the first day of each month.
3. The billing statement account is associated with the membership contact, president, and treasurer role email address.
4. If you receive an error message stating "Invalid Email Id/Billing User ID", contact the support staff located in your field office. Ask them to verify your role email address. If your role email was updated, the system will pick up the change when it overnights. If the correct role email is listed, email membership@edmn.org for assistance.

Directions to access the billing site.

Common issues we see include:

- Extra spaces at the beginning or end of email or password.
 - Entering the email in both the user ID field and password fields.
 - Not checking the junk or spam folder for temporary password.
1. Type this in your browser <https://ims.nea.org/ebilling>.
 2. Enter your user name, enter your email address.
 3. Don't enter anything in the password field.
 4. Select forgot password.
 5. Your temporary password is sent to your email address. If you don't receive your temporary password, check your junk/spam folder. If you're using a work email, it may be blocked by the district/employer's server. You may need to switch to a personal email.
 6. Go to the log in site.
 7. Enter your user name, enter your email address.
 8. Enter the temporary password in the password field.
 9. You will be asked to create a new password.

The following membership/dues reports are available on the statement site:

1. Membership dues change roster – a detailed list of membership changes processed during the selected statement period.
2. YTD obligation summary – a breakdown of the national and state membership level counts and their corresponding obligation.
3. YTD payment transactions – the YTD payments processed through the end of the selected statement period.

Delegate seating at the Education Minnesota Representative

Convention: As a reminder, and per our [Financial Policies for Governance and Members](#), 50% of a local's dues obligation must be paid by Feb. 25 in order for local delegates to be seated at the Education Minnesota Representative Convention.

Membership roster: You should have received your membership roster in the past few weeks. The fastest and easiest way to return your roster changes is to work directly within the Excel document that we send you, following the directions and indicating changes in red. Working on the Excel spreadsheet will ensure that the local field support staff or membership staff who process your rosters have all of the information that they need to make changes.

As always, remember that the member's information is private data. Please do not forward the roster or leave it out for anyone to view.

Upcoming Dates

Feb. 25: 50% of dues obligation is due in order for local delegates to be seated at the Representative Convention.

April 24-25: Education Minnesota Representative Convention.

Education Minnesota Secretary-Treasurer Rodney Rowe: rodney.rowe@edmn.org
Treasurer/RS/audit concerns contact Rose Tuiyott-Lewis: rose.tuiyott-lewis@edmn.org
Membership/dues/billing concerns contact Michelle Johnson: michelle.johnson@edmn.org
Education Minnesota: 1-800-652-9073

