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Treasurer and Membership

Newsletter Notes



THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS

December 2020 Issue

As we bring 2020 to a close, and I am sure most of us are ready for this year to come to an end, I want to remind you that your IRS Forms 990-N, 990-EZ or 990 will be coming due if your fiscal year ended Aug. 31. Should you run into any issues when you go to file, please let us know and we will assist you in getting your 990 filed.

As we move into 2021, know that we are here to provide training or assistance to your local audit teams and membership contacts should you have questions. In the new year, I will also be reaching out to locals that still have some outstanding audits or dues from previous years to see if we can get those matters resolved and caught up.

Lastly, I look forward to continuing all the great work that you each do for your local. Your time, dedication and attention to details is greatly appreciated, not just by your local, but by all of us here at Education Minnesota. Wishing you all a restful holiday break and hope you find ways to re-energize yourselves. See you in 2021!

In unity,

Treasurer Update

Local audits: With safety first in mind, here are a few suggestions for performing your local's internal audit during the COVID-19 pandemic. The review may be performed solely on a remote basis, by following CDC guidelines which requires social distancing, face coverings, etc., or by a hybrid of the two.

The following are suggestions only, therefore consideration should be made in light of the dynamics of your specific local, committee, as well as the committee's access to the financial records.

Locals with fewer than 300 members: The minimum type of audit is a review by an audit committee of at least two members:

1. The treasurer will contact the audit committee members (via email, conference call or Zoom) to discuss the overall components and goal of the audit committee.
2. The treasurer will prepare all the information needed which includes: cash receipts; cash disbursements and supporting documents; cancelled checks; financial statements; board minutes; Form 990-N(e-Postcard) filing confirmation, etc.
3. Committee member(s) will be provided with general guidelines/directions for carrying out the internal audit. The [Internal Audit Committee Guidelines](#) handbook provides a step-by-step process of the review. The handbook is available as a PDF document and can be sent to the members. The handbook is also saved on the Education Minnesota website.
4. The treasurer will place all the needed documents in a binder by month.
5. The treasurer and audit team will arrange a safe way to physically share the information. The binder is passed from one internal audit committee member to the next member. The information should be delivered/received in accordance with safety protocols always in mind.
6. Each member will review the financial records individually and email questions and concerns to the local treasurer and copy the other audit committee member(s).
7. The audit committee member(s) will compile findings and sign the report.
8. The second (last) audit committee member will return all original documents, reports and other items back to the treasurer.
9. The audit report and findings are presented to the Executive Board via Zoom.
10. Upon board approval, the final report is presented at the next general membership meeting.

Final steps: Following board approval, an email to include the documents listed below should be sent to Education Minnesota at auditreports@edmn.org.

- Certification letter signed by the local's president **and** one other additional elected officer.
- Internal Audit Committee report signed by all committee members.
- Statement of Financial Position (Balance Sheet).
- Statement of Activities (Income and Expenses).

Or by mail to:

Education Minnesota
Attn: Accounting Department/Audit Reports

41 Sherburne Ave.
St. Paul, MN 55103-2196

Local with at least 300 members but fewer than 1,000 members: The minimum type of audit is a review by an audit committee of at least three to five members. Suggestions include:

1. Treasurer will schedule a kick-off/planning meeting with the audit committee. Committee members may meet via Zoom or conference call to discuss the overall components and goal of the review committee--as well as how the work should be divvied up amongst the team.
2. A consideration will be made regarding:
 - a. What information is needed?
 - b. Who has the information?
 - c. What form is the information in? Electronic, paper copies or both?
 - d. What is the safest, securest way to obtain/share the information?
 - i. *Electronically* -
 - Documents shared via a secure drive such as ShareFile; Google Drive;
 - Documents shared via encrypted email;
 - Information should be encrypted prior to sending; drives should be password protected;
 - Bank statements, account numbers, routing numbers and/or payroll information should be redacted prior to forwarding.
 - ii. *Physically* -
 - Take pictures of information that needs to be shared; create PDFs to be emailed or uploaded;
 - Arrange a safe way to physically share information. The information should be delivered/received in accordance with safety protocols always in mind.
 - Video/phone conferencing is encouraged.
3. Committee member(s) will be supplied with general guidelines/directions for carrying out the internal audit and specific tasks. The [Internal Audit Committee Guidelines](#) handbook provides a step by step process of the review. The handbook is available as a PDF document and can be sent to the members. The handbook is also saved on the Education Minnesota website.
4. Throughout the review process, committee chair and members collaborate via Zoom or by phone conference call to discuss progress of the review or any questions.
5. At the completion of reviewing the financial records, the committee will draft the financial report for presentation to the Executive Board. A copy of the draft should be submitted via secure email to each board member. The actual presentation of the report may be conducted via Zoom, by conference call, or in person adhering to CDC guidelines.
6. Be sure to return all original documents, reports and other items back to the treasurer.
7. Upon board approval, the final report is presented at the next general

membership meeting or may be posted on your local's secure website (if available) for members' access.

Final steps: Following board approval, an email to include the documents listed below should be sent to Education Minnesota at auditreports@edmn.org.

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Membership News

Individual Identification Number: An individual Identification number is the unique 10-digit number assigned to each member when their application was processed. It is also referred to as a membership number.

The Individual ID number is the same for Education Minnesota, American Federation of Teachers (AFT) and the National Education Association (NEA). This number is needed to create user accounts to gain access to member only data on the Education Minnesota website as well as AFT and NEA.

The individual ID number is located on every membership card.

Let members know how they can do more and save more with their member benefits.

Education Minnesota Economic Services Inc. (ESI) is at the forefront when it comes to providing top quality member benefit programs. Visit [Education Minnesota ESI Member Benefits](#).

Because you are a member of Education Minnesota, you are also a member of the National Education Association (NEA) and American Federation of Teachers (AFT). Therefore, members are eligible to use products and services sponsored by [NEA Member Benefits](#) and [AFT+ Member Benefits](#) as well.

Let members know about their no cost member benefits.

Identity Theft Recovery

Education Minnesota members may upgrade to a household plan for as little as \$3 per month. *Register by calling 877-833-9041 or visit educationminnesota.securusid.com.*

NEA Complimentary Life Insurance

Take advantage of your complimentary life insurance. *Register, verify or update your beneficiary by calling 800-637-4636 or [register](#) online.*

First-year members \$15,000 NEA Introductory Term Life Insurance (No cost for one year)

Register by calling 800-637-4636 or visit www.neamb.com.

First-year members \$5,000 AFT No Cost Group Term Life Insurance (No cost for one year)

Register by calling 888-423-8700 or visit www.aft.org/benefits.

Upcoming Dates

Jan. 15:

IRS Form 990-N (e-Postcard), 990-EZ or 990 is due for affiliates with a fiscal year ending Aug. 31. Use the [Form 990-N Electronic Filing System](#) (e-Postcard) to electronically submit Form 990-N. Follow the instructions outlined in the [User Guide](#).

Feb. 1:

Give completed IRS [1099-NEC](#) forms to individuals who received payments of \$600 or more from January-December. Send Form 1096 along with a copy of all 1099-NEC forms issued to the IRS.

Education Minnesota Secretary-Treasurer Rodney Rowe: rodney.rowe@edmn.org

Treasurer/IRS/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



Education Minnesota, 41 Sherburne Ave., St. Paul, MN 55103 | 651-227-9541 | 800-652-9073

Education Minnesota is an affiliate of the American Federation of Teachers,

National Education Association and AFL-CIO.

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