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Treasurer and Membership

Newsletter Notes



THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS

November 2020 Issue

Greetings! With the election behind us and looking forward to Thanksgiving, we are so thankful for your leadership in being treasurers and membership contacts. Your efforts in maintaining accurate membership rosters, reconciling bank accounts, and reporting current financials to your affiliate make a difference.

Reopen Safely Grant: The deadline is being extended until Friday, December 11. If you have not yet submitted receipts for PPE supplies under the Reopen Safely Grants you now have until Friday, December 11. [Here is the link](#) to review the guidelines and submit your information for the reimbursement. <https://web.cvent.com/event/396885e1-83ac-4592-a36d-2a5a6b66f069/summary>.

As you prepare for upcoming tasks such as conducting your audit, monitoring payroll deductions, signing up mid-year hires and filing IRS forms, please feel free to contact us if you need any help or support. One very important reminder for all locals in regard to submitting your audits.

- The audit's President letter must be signed by the president **and at least one other elected general officer.**

Thank you to all those who have already submitted your affiliate's audit report. **If the certification letter had only the president's signature, we request that you send us the letter with two signatures.** Copies of all audit reports are submitted to American Federation of Teachers. If you have any questions or need to train your internal audit committee members on how to conduct an internal audit, please let us know and we will be happy to offer the training.

In unity,

Treasurer Update

Audit report reminders: Before sending your affiliate's audit report, please review the questions below. If you answered **yes** to all the questions, you are ready to submit your affiliate's audit report.

1. Has the presidents/certification letter been signed by the affiliate president **and** one other elected officer?
2. Does the presidents/certification letter state the **specific meeting date** when the audit report was presented to your affiliates governing board **or** general membership, published and made available to members?
3. Does the audit period represent 12 consecutive months?
4. Has your affiliate filed the required Form 990-N (e-Postcard), 990-EZ or 990?
5. If your affiliate gross receipts are normally \$50,000 or less, have you included the 990-N (e-Postcard) filing confirmation?
6. Have all the audit committee members signed the internal audit committee report?
7. Have you attached a copy of the Statement of Financial Position (Balance Sheet) and Statement of Activities (Income and Expenses) **or** Financial Report (option for locals with fewer than 50 members)? You do not need to send copies of the bank statements or check/transaction register.

Sample audit reports are found on pages 39-46 of the 2019 Treasurer's Handbook. Affiliates can choose one of the following two options to send the audit report.

Email:

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

Mail to:

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

IRS Form 1099-NEC: The October newsletter addressed the important change from Form 1099-MISC to Form 1099-NEC. Locals must issue Form 1099-NEC by Feb. 1, 2021 to any individual receiving \$600 or more from the local during the calendar year (January – December). Ensure that you have individual information needed to complete the form(s). Examples:

Q. The local received a Local Time Enhancement grant which was used to fund stipend based positions. Does the treasurer need to file Form 1099-NEC?

A. **Yes, for all members whose total remuneration is \$600 or more in the calendar year.**

Q. The local pays the President a \$599 stipend. Does the treasurer need to file Form 1099-NEC?

A. **No. The total remuneration is \$599.**

Q. The local pays the Vice-President a \$250 stipend, \$300 for participating on the negotiations committee and \$50 reimbursement for

properly-documented expenses. Does the treasurer need to file Form 1099-NEC?

A. **No. The total remuneration is \$550.**

Q. The local receives a check for \$1,500 for a member who is a recipient of a classroom grant. The check is from Education Minnesota Foundation for Excellence in Teaching and Learning and the Local is the fiscal agent. Does the treasurer need to file Form 1099-NEC?

A. **No.**

Place your order for delivery via U.S. Postal Service by calling 1-800-TAX-FORM (1-800-829-3676) or submit your request [online](#). Allow time for the IRS to process and ship your order.

Membership News

Why is there an amount listed in the “Aged Dues Balance - Past Due Amount” on your local’s 10/01/2020 - 10/30/2020 dues statement?

The past due amount is a result of a configuration issue when local dues were added to the system. The system excluded the obligation for the three assessments on the statement due Oct. 25. The correction generated the past due amount. [This statement provides a detailed explanation.](#)

Dues Payments

If you would like to receive prepaid envelopes to the dues lockbox, send an email to membership@edmn.org, write lockbox envelopes and your locals name in the subject and provide your name and mailing address in the body of the email.

Upcoming Dates

No upcoming dates at this time.

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

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