

Treasurer and Membership

Newsletter Notes



THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS

October 2019 issue

Fall greetings! Thanks to all the work you have done this fall in signing up new educators, recording membership drops and submitting these roster changes as they occurred.

Please remember to submit all roster changes throughout the school year as they occur to your field office. Your promptness in reporting these changes allows for us to make sure your local is billed correctly.

To answer a question I have been asked a few times: What do we do if we have not collected enough dues dollars yet in October to pay the current amount due on the October statement?

1. We have a 30-day drop window throughout the month of September.
2. Due to the drop window, we have asked locals not to start dues collections until mid-October.

Taking into consideration these two changes, I want to let everyone know that they should submit as much of their October payment as possible knowing that within the next few months enough dues will have been collected in order for the local to get caught back up. Please remember when looking at the amount to submit that you take into consideration the amount your local needs to cash flow any payments from your local budget.

It was great to see some of you last week at the MEA conference! MEA continues to be a great opportunity to get union led professional development and network with colleagues statewide.

In unity,

Treasurer Update

Confidentiality of union/member records

Here are some reminders regarding the use of information acquired while serving in your role:

- Do not give out members' personal information (Social Security number, birth date, home address, email address, telephone number, etc.) to unauthorized people.
- Do not use any confidential information for personal gain.
- Personal information such as Social Security number, banking information, etc. should never be sent via email as email can be intercepted.
- Keep all documents containing personal information of members locked i.e. local copies of Form 1099-MISC.

Financial reports

Preparation and distribution of a written monthly financial report is an important part of the treasurer's duties. These reports inform your governing body of the financial status of your affiliate. During the year, a statement of activities noting the actual income and expenses to-date should be compared to the budget. A copy of the report is filed with the meeting minutes.

Form 990 series filing offer from 501(c)(3) Center Inc.

If you receive an email or letter from this company with the subject line 501(C)(5) Tax Exempt Status, please ignore it. This is a third-party filing company that offers assistance with filing IRS Form 990 series through its website at a fee. The company has obtained your affiliate information from the Internal Revenue Service website. All Form 990-N filed returns are posted on the [IRS website](#).

Affiliates with annual gross receipts normally less than \$50,000 file Form 990-N (e-Postcard) using the [IRS Form 990-N Electronic Filing System](#) at no cost. Gross receipts are your local revenue after your dues to national, state and intermediate organizations (if applicable) are paid. If you are filing for the first time, follow the instructions outlined in the [User Guide](#). Contact [Rose](#) if you have any questions.

Are local dues included in the calculation of the statements "Current Amount Due?"

No, local dues are not included in the calculation of the "Current Amount Due." Refer to Figure 1. The year-to-date and the statement period summaries are located on the second page of the statement.

The first section displays the YTD account summary. Local dues are included in the account summary totals.

The second section displays the "Amount Due this Period." This section lists the percentage billed for this statement period. The last column is the "Current Amount Due." LEA stands for local dues. You can see that the local (LEA) dues are \$0 which means that local dues are not included in the "Current Amount Due."

Example: Account summary

Fig. 1

| Account Summary | | | | | | | |
|------------------------|-----------|--------------------|--------------------|---------------|---------------|---------------|--------------------|
| Fund | Section 1 | Begin Oblig | YTD Oblig | Curr Change | YTD Adj. | YTD Pymt | YTD Balance |
| NEA Dues | | \$6,605.10 | \$6,605.10 | \$0.00 | \$0.00 | \$0.00 | \$6,605.10 |
| EM Crisis Fund Assess. | | \$189.00 | \$189.00 | \$0.00 | \$0.00 | \$0.00 | \$189.00 |
| EM Foundation Assess. | | \$135.00 | \$135.00 | \$0.00 | \$0.00 | \$0.00 | \$135.00 |
| EM PAC Assessment | | \$675.00 | \$675.00 | \$0.00 | \$0.00 | \$0.00 | \$675.00 |
| State Dues | | \$11,891.25 | \$11,891.25 | \$0.00 | \$0.00 | \$0.00 | \$11,891.25 |
| *LEA Dues | | \$3,510.00 | \$3,510.00 | \$0.00 | \$0.00 | \$0.00 | \$3,510.00 |
| TOTAL | | \$23,005.35 | \$23,005.35 | \$0.00 | \$0.00 | \$0.00 | \$23,005.35 |

| Amount Due This Period (Percentage Billed For Other 10.0 %) | | | | | | | | |
|---|-----------|--------------------|--------------------|---------------|---------------|---------------|--------------------|-------------------|
| Fund | Section 2 | Begin Oblig | YTD Oblig | Curr Change | YTD Adj | YTD Pymt | YTD Balance | Current Due |
| NEA Dues | | \$6,605.10 | \$6,605.10 | \$0.00 | \$0.00 | \$0.00 | \$6,605.10 | \$660.51 |
| EM Crisis Fund Assess. | | \$189.00 | \$189.00 | \$0.00 | \$0.00 | \$0.00 | \$189.00 | \$18.90 |
| EM Foundation Assess. | | \$135.00 | \$135.00 | \$0.00 | \$0.00 | \$0.00 | \$135.00 | \$13.50 |
| EM PAC Assessment | | \$675.00 | \$675.00 | \$0.00 | \$0.00 | \$0.00 | \$675.00 | \$67.50 |
| State Dues | | \$11,891.25 | \$11,891.25 | \$0.00 | \$0.00 | \$0.00 | \$11,891.25 | \$1,189.12 |
| *LEA Dues | | \$3,510.00 | \$3,510.00 | \$0.00 | \$0.00 | \$0.00 | \$3,510.00 | \$0.00 |
| TOTAL | | \$23,005.35 | \$23,005.35 | \$0.00 | \$0.00 | \$0.00 | \$23,005.35 | \$1,949.54 |

* Non-aged funds and any payment category's transmittal percentage that is set to 0.00% will not be considered for billing.

Example: Amount due this period

| | |
|-----------------------------|--------------------------------|
| Membership Year : | 2019 - 2020 |
| Statement Period : | 09/01/2019 - 09/30/2019 |
| Payment Due By : | 10/25/2019 |
| | |
| Current Amount Due : | \$1,949.54 |

Membership News

What information is needed to process a membership cancellation?

The following information is needed to process a membership cancellation and allocate dues appropriately:

- Cancel reason
- Cancel effective date
- Total dues amount collected from the member
- Total local and IO (if applicable) dues if the member worked the full year

What is the definition of a long-term substitute (LTS) teacher/faculty? Are they members of the bargaining unit and assessed dues?

A teacher or faculty member employed for the same absent teacher or faculty member for more than 30 working days are members of the bargaining unit as soon as the employer knows that the position they are working in has or will exist for more than 30 days. Long-term substitutes are eligible to join as active members at that time, or when they work more than 30 days, whichever is sooner.

For example, an LTS teacher/faculty whose assignment is 35 days is in the bargaining unit on day one.

An LTS teacher or faculty whose original assignment is 20 days, but was extended to 40 days on day 19, is in the bargaining unit on day 19.

In either case, the entire assignment must be to replace the same absent teacher.

Long-term substitutes who are provided to the District by Teachers on Call are not eligible for the local membership. If you are aware that long-term substitutes are being hired by the District through Teachers on Call, contact your field staff because it might be an appropriate subject for bargaining.

What is the definition of a long-term substitute (LTS) ESP? Are they members of the bargaining unit and assessed dues?

ESPs employed as LTS are members of the bargaining unit as soon as the employer knows that the position they are working in has or will exist for more than 67 days. They are eligible to join as active members at that time or when they work more than 67 days, whichever is sooner.

For example, a LTS ESP who is employed to cover a permanent ESP, who is out on leave or will be out on leave for more than 67 days, is in the bargaining unit on day one.

A LTS is assessed dues based on salary earned for their LTS assignment.

Long-term substitutes who are provided to the District by Teachers on Call are not eligible for the local membership. If you are aware that long-term substitutes are being hired by the District through Teachers on Call, contact your field staff because it might be an appropriate subject for bargaining.

Individual identification number

An individual Identification number is the unique 10-digit number assigned to each member when their application is processed. It is also referred to as a membership number. The individual ID number is the same for Education Minnesota, the American Federation of Teachers and the National Education Association. This number is needed to create a user account to gain access to members-only information on the Education Minnesota website as well as the AFT and NEA.

Upcoming Dates

Nov. 15: IRS Form 990, 990-EZ or 990-N (e-Postcard) is due for affiliates with a fiscal year ending June 30.

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



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Education Minnesota is an affiliate of the American Federation of Teachers,
National Education Association and AFL-CIO.

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