Ten Things A JA Treasurer Should Know

Being a Chapter Treasurer is one of the most important positions in your Chapter and NAJA has prepared a Treasurer’s Manual to help you. You can find a detailed list of all your duties on pages 5 & 6 of the manual, but here are a few things you should know.

1. You are the custodian of all Chapter funds which means you collect all amounts owed to the Chapter and pay all Chapter bills.
2. You are responsible for preparing financial statements and presenting them at Board and Chapter meetings.
3. Active and Associate members who do not pay their dues prior to the May 15th deadline for submitting the Bulletin Verification Report should be dropped from the list. However, please try and collect their dues after the deadline as NAJA will gladly reinstate them.
4. NAJA dues for Active members are $55 ($65 for fiscal 2015-2016) and $35 for Associate members and should be mailed to Headquarters by July 15th.
5. You serve on the Finance Committee, act as an advisor to the Board and Chapter on financial matters and are involved in preparing the budget for your Chapter.
6. You must ensure that Form 990 is filed with the IRS by September 15th each year and mail or email a copy to Headquarters by October 15th.
7. You are responsible for instructing your Chapter members of the fiduciary responsibilities of your Chapter being a tax-exempt 501(c)(3) organization.
8. You should never reimburse anyone without a receipt or pay a member’s dues until that member has paid the Chapter as either one of these things could result in your Chapter losing its 501(c)(3) tax-exempt status.
9. You must prepare and file online (www.najaweb.org) the Statement of Cash Balances by May 15th.
10. Your Treasurer’s Manual has information on your duties, budgets, collecting associate dues, bingo and raffles, sales tax exemptions, State filing requirements and much more to help make your job as Treasurer easier.

Area Meetings 2015

Northern Area Meeting – Saturday, August 22 at the Memphis Hilton in Memphis, TN
Southern Area Meeting – Saturday, October 3 at the Lake Terrace Convention Center in Hattiesburg, MS

The Provisionals Guide to JA

Sure, NAJA provides Chapters with a Provisional Training Manual, but most of what Provisionals are learning is Chapter specific. What are they being taught about NAJA as a national non-profit?

Behold! The members of the NAJA Membership Committee have compiled a go-to guide for Provisionals (and Active Members) that provides them with the basic information they need to be productive members of their Chapters! This document can be downloaded directly from the NAJA website at www.najaweb.org under the Recruitment Section>>Provisional Training.

AEC 2015 is Over ... Now What?

The learning doesn’t end when AEC is over. Be sure that each of the officer and chairman manuals distributed during the workshops are turned over to the respective person responsible in your Chapter so that they can read through them to learn more about the roles for their position. The following updated manuals were distributed at AEC 2015:

- Membership
- Projects
- Publics Relations
- Recording Secretary
- Treasurer
- President

The following manuals are available for download on the NAJA website and will be updated this year for hard-copy distribution at AEC 2016 if you are an officer or chair who is missing the manual for your position:

- Child Welfare
- Education
- Provisional Trainer

In addition to the distribution of these important documents, the delegates for each Chapter should be giving a report of what they learned at AEC to the Chapter at the first meeting following the conclusion of the Conference, or as soon as possible. Share project ideas, best practices learned, insight from attending the Business Meeting, highlights from favorite speakers, and other things that are beneficial to your Chapter members. Use this information to energize your Chapter and breathe new life into old projects and be inspired to join us for the upcoming Area Meetings this summer and fall so that you can continue your educational journey with NAJA.

June 2015 Crown Points E-Newsletter