

# North Carolina Extension Association of Family & Consumer Sciences

## **The Professional Association for North Carolina Cooperative Extension Family & Consumer Sciences Educators**

### 2010 Budget Plan of Work

#### Objectives:

To continually strive for total membership in the North Carolina Extension Association of Family and Consumer Sciences. Active membership is any NCCE employee holding a professional appointment and who works in any capacity with Family and Consumer Sciences programming in a county, area and/or state position. The annual dues for active membership in the State Association shall be \$127.00. This amount includes \$70.00 for national dues and \$57.00 for state dues (includes \$1.00 for the ECA Educational Scholarship Fund and \$1.00 for the Horn of Plenty). District dues are set by each District Association and are collected at the same time as State and National Dues.

To have consistency between the Association's yearly income and yearly expenses. State Officers and State Committees must submit budgets to the budget committee at the annual board meeting. A yearly budget will be prepared and presented for approval at the Annual State Meeting of the Association. All members presenting bills must itemize and present bills to the state treasurer for payment before November 30 or within 2 weeks after the state meeting. No bills will be accepted after this date unless the expense is incurred after this date. The State Association's Tax Identification number is recorded with the Treasurer. This is for state association use only.

To efficiently manage the Association's two Endowment Accounts deposited in the NCCES Foundation. Funds dispersed from this account will be in accordance to recommendations submitted to the NCEAFCS membership and voted on in the NCEAFCS Annual Board Meeting on 8/22/01.

Handle financial transactions of state-wide purchases that strengthen the Family & Consumer Science professional image (ie. Aprons imprinted with Extension logo). Each district association treasury will handle orders from individuals in their district and forward the order and funds to the state treasurer.

#### Plan of Action

#### **Responsibility of State Chairman**

Collect from district treasurers' state and national dues, NCECA Educational Scholarship Fund and Horn of Plenty monies by November 1st.

Remit National dues by February 1 or August 1 (new or late dues) to the national treasurer of the Association.

Remit \$1.00 per member payable to "NCECA McKimmon, Smith, Lowe Scholarship Endowment Fund" and mail to NC FCS Foundation, c/o Crystal Green, Foundation Accountant, CALS Advancement, Box 7645, NCSU, Raleigh, NC 27695-7645 prior to the NCECA annual State meeting. Send a letter to the state ECA president acknowledging contribution to the NCECA Scholarship fund.

Remit \$1.00 per member for the Horn of Plenty by July 1 of each year it is to be held. Payment is to be sent to Tracy Brown in the County Operations office.

Out-going treasurer serves as advisor to Budget Committee.

Submit Program of Work to State Executive Board, Standing Committee members, and Webmaster by September 1st or within 2 weeks after the State meeting.

The in-coming state treasurer will be an alternate voting delegate to the NEAFCS convention. Expenses will be the same rate state administration supports "official" delegates. (Appendix I - of Bylaws).

Audit of state treasurer records shall be completed no later than January 10 of each year. State treasurer shall submit an end of year report at the State Meeting. This report is to be submitted to the webmaster for posting on the state web page by September 1st or within 2 weeks after the State meeting.

Maintain a separate line item in the state treasurer ledger for the two NCEAFCS Professional Development Endowment and Income accounts. Report financial status of endowment accounts and Ada Dalla-Pozza endowment accounts to the membership in annual financial report. Oversee dispensing of funds according to Memorandum of Understanding.

To better "Market Family & Consumer Sciences" the state treasurer will handle financial transactions of state-wide purchases (ie. Aprons imprinted with Extension logo) that strengthen the Family & Consumer Science professional image by collecting district orders and payments, placing state-wide orders.

Review NCEAFCS Endowment Fund Guidelines annually and implement as appropriate. Request \$1500 disbursement of funds from FCS Foundation, according to Memorandum of Understanding, and send payment to District Association hosting state meeting.

Maintain State and National life member contact list. Update webmaster and retiree webmaster of changes

### **Responsibilities of District Treasurers**

Collect and remit to the state treasurer state and national dues, NCECA Educational Scholarship Foundation (\$1.00 per member) and Horn of Plenty (\$1.00 per member) monies for each active member by November 1st.

Update active membership, state life membership, and national life members in district. One copy shall be sent to the state treasurer and the webmaster.

Dues for agents, joining after the November 1st deadline, are to be submitted to the state treasurer by July 15, of the following year. This is necessary to determine the number voting delegates for the national meeting.

In cooperation with the district vice-president for member resources, contact all national

and state life members in the fall regarding subscriptions for "THE REPORTER".  
Subscription fee is submitted by member directly to "THE REPORTER."  
Shall send information regarding state and national life membership to new retirees.  
District treasurer shall prepare written agenda of items to be done for incoming treasurer  
to avoid assumptions and errors.  
It is advised that district treasurers send dues statements to members in August. Members  
must pay dues by end of October.  
Collect district orders for the "Marketing Family & Consumer Sciences" state-wide  
projects (ie. Aprons imprinted with Extension logo) and send order and payment to state  
treasurer.

### **Responsibility of Members**

New agents joining prior to July 1 will pay full national and state dues and any district  
dues assessed.  
If a member resigns before January 1, the national and state dues will be refunded for that  
upcoming year. Request must be in writing to the district treasurer who will in turn  
submit written request to the state treasurer.  
Refer to the current bylaws for state and national dues for retired members.  
To receive "THE REPORTER", State and National Life members may pay a yearly  
subscription fee prior to February 1st. Fee is submitted directly to "The REPORTER".

Note: The current budget is available for review by members. Request a copy from the  
current state Treasurer.

### **2010 BUDGET COMMITTEE:**

Susan Condlin, chair	
Candy Underwood – SC	Robin Seitz – SE
Carmen Long – WC	Deborah Taylor – NC
Susan Reece – NE	Pam Staton – W

Submitted by:  
Susan Condlin, 2010 NCEAFCS Treasurer

