



# North Carolina Extension Association of Family & Consumer Sciences

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

### 2011 Budget Plan of Work

#### Objectives:

1. 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 \$142.00. This amount includes \$85.00 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.
2. To have a balance budget between the Association's yearly income and yearly expenses. State Officers and State Committee chairs must submit budget requests to the budget committee at the Annual meeting. A yearly budget will be prepared and presented for approval at the Annual meeting of the Association. All members presenting bills must itemize and present receipts 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 State Treasurer and is for state Association use only.
3. To efficiently manage the Association's financial accounts. Accounts currently held at the State Employees Credit Union include: Checking, Money Market and Share accounts. The Association's investment accounts held with the Family and Consumer Science Foundation include: the FCS/NCEAFCS Annual Conference Endowment (principal and income accounts) NCEAFCS National Account (to be closed in 2010) and the FCS/NCEAFCS Ada B. Dalla-Pozza Professional Development Endowment (principal and income accounts).
4. To effectively handle financial transactions of state-wide purchases (ie. aprons imprinted with Extension logo, cookbooks, etc) that strengthens and promotes the Family & Consumer Science professional image. 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' National and State dues which includes the NCECA Educational Scholarship Fund and Horn of Plenty contributions by November 1st.
- Remit National dues by February 1 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 support of 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 Cooperative Extension County Operations office, NCSU.
- 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 incoming 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 NCEAFCS Policies and Procedures).
- Audit of state treasurer records shall be completed no later than January 10 of each year.
- State treasurer shall submit an annual 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 financial reports produced by the FCS Foundation relating to the FCS/NCEAFCS Annual Conference Endowment (principal and income accounts), the NCEAFCS National Account (to be closed in 2010) and the FCS/NCEAFCS Ada B. Dalla-Pozza Professional Development Endowment (principal and income accounts).
- Request from the FCS Foundation Executive Director, \$1500 disbursement of funds in accordance with the Memorandum of Understanding from the income account of the FCS/NCEAFCS Annual Conference Endowment. Send funds to the district association hosting the state meeting.
- Report financial status of the Ada Dalla-Pozza endowment account to the membership in the annual financial report. Contact Crystal Green, Foundation Accountant, CALS Advancement, for the most recent report.
- To better market Family & Consumer Sciences, the state treasurer will coordinate fund raising activities by collecting district orders and payments, placing state-wide orders and handle financial transactions of state-wide purchases (ie. aprons imprinted with Extension logo, cookbooks, etc) that are used to strengthen and promote the Family & Consumer Science professional image.
- Work with the webmaster to maintain State and National life member contact list.

### **Responsibilities of District Treasurers**

- Collect and remit to the state treasurer, National and State dues which includes 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 who will verify membership and forward to the webmaster.
- In cooperation with the district Vice-President for Member Resources, contact all national and state life members in the fall regarding subscriptions for *Journal of the National Extension Association of Family & Consumer Sciences* *Journal of the National Extension Association of Family & Consumer Sciences* (formally *The Reporter*) Subscription fee is submitted by member directly to NEAFCS, 4070 Proton Road, Suite 100, LB 9, Dallas, Texas 75244.
- Send information regarding state and national life membership to new retirees.
- District treasurer shall prepare written guidelines of items to be completed by incoming District treasurer to avoid assumptions and errors.

- District treasurers will receive information from the State Treasurer as to when and how to collect yearly dues. Members must pay dues by the end of October. District treasurer will submit to the state treasurer an alphabetical list of district members, membership forms and dues by the specified November 1st.
- Collect district orders for any state-wide fund raising projects (ie. aprons imprinted with Extension logo, cookbooks, etc) which markets Family & Consumer Sciences. 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.
- Submit yearly dues to the District Treasurer by November 1st.
- 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 NCEAFCS Policies and Procedures for state and national dues for retired members.
- Life members may receive *eNEAFCS-The Electronic Newsletter of the National Extension Association of Family & Consumer Sciences* on a complimentary basis provided they have a valid email address on file with the NEAFCS National Office. Life members may subscribe to *Journal of the National Extension Association of Family & Consumer Sciences* (formally *The Reporter*) and the *Communiqué* by paying an annual \$10 subscription fee prior to February 1. Life members who are Past Presidents are exempt from paying the subscription fee. Subscription fee is submitted by member directly to NEAFCS, 4070 Proton Road, Suite 100, LB 9, Dallas, Texas 75244.

Note: Association financial records are available from the state treasurer for review by members. Financial records are not posted to the web. Request a copy from the current state treasurer.

**2011 BUDGET COMMITTEE:**

Susan Condlin, chair

Candy Underwood – SC

Carmen Long – WC

Susan Reece – NE

Robin Seitz – SE

Deborah Taylor – NC

Pam Staton – W

**Submitted by:**

Susan Condlin

2011 NCEAFCS Treasurer