

Annual Financial Standing Report – Online Entry

Information/Data must be entered on the report on the NJSFA website. Handwritten reports will no longer be accepted. After entering the data and balancing, print out the report, get signatures and attach required support documents. The reports and all support documents are due in our office by February 20th.

There is a lot of information that you can enter before the year has ended. We suggest you get that out of the way in December and then all you will have to concentrate on is the final numbers. You can enter the **YEAR 2023** Representatives, Trustees, Bank Names, Bond names, Relief recipients, etc. and then after 1/1, enter the final numbers and information. As soon as you get the bank/bond information – CHECK IT FOR ACCURACY – DO NOT ASSUME THEY GAVE YOU ACCURATE YTD & Y/E INFORMATION.

The word **DRAFT** will appear on all printed copies until you balance and finalize the report. Then you will be able to print clean copies. **DO NOT MAIL IN COPIES WITH THE WORD DRAFT ON THEM.** Balance and finalize your report and then print out copies.

Your **Maximum Allowable Administrative Expense** amount for your Association is now printed on the Expense Recap page of the Report and is visible on the Expense Recap entry screen. Exceeding this amount will require the overage to be paid back (deposited) to your association.

And remember: Deadlines are closer than they appear!

1. Go to our website www.njsfa.com
2. Click on the [Treasurer Reports](#) tab
3. Enter your: ISO number XXX
 Association number XXX
 Your Password ***** (contact our office if you are having sign-in issues)
4. Select [Enter/Update Financial Information](#). All reports are “Out of Balance” until you have entered information concerning bank balances, funds spent and funds received.
5. **For all screens, if you enter any information, if asked, always select [Recalculate Totals](#) and then select Next to go to the next page before selecting the Return to Financial Reports Menu.** The [Next](#) icon does some internal updating that needs to be completed before returning to the main finance screen.
6. **If you are having any problems or questions, no matter how trivial, call our office immediately. Do not wait until it is too late and the report does not get in on time. The deadline for receipt in our office is February 20th.**
7. Insert C – Representatives (that served during the year being reported - **2023**)
 - a. Enter the Company Number and Line Number for a Representative in the boxes towards the bottom of the screen. The individual’s name should automatically be filled in by the system. If the Individual is the Department Chief, enter a “C” in the sixth box. If the individual is a Representative from your local Exempt’s Association, enter an “E” in the sixth box. If the information is correct, click the [Add Representative](#) icon located directly below where you are entering the information. You should see the information populate the area above. Continue for each representative until they are all entered. If you need to, you can update or delete a member by using the icons to the right of the entries. **Remember, you are entering the reporting year Representatives and not next year’s Representatives.**

- b. If the Chief or one of the Representatives from the Exempt Association is not a member of your Local Relief Association, use **9999** as their line number and type in the individual's name by overwriting where it says INVALID LINE NUMBER. The Chief and Exempt Representatives are the only individuals that you might do this for.
- c. When all of the Representatives have been entered, click the Next icon to advance to the next screen.

8. Insert C – Trustees (that served during the year being reported – **2023**)

- a. Enter the Company Number and Line Number for a Trustee in the boxes towards the bottom of the screen. The individual's name should automatically be filled in by the system. If the Individual is the Chairperson of the Trustees, enter a C in the sixth box. If the individual is the Secretary of the Trustees, enter an S in the sixth box. If the information is correct, click the Add Trustee icon located directly below where you are entering the information. You should see the information populate the area above. Continue for each Trustee until they are all entered. If you need to, you can update or delete a member by using the icons to the right of the entries. **Remember, you are entering the reporting year Trustees and not next year's Trustees.**
- b. If the Trustee from the Exempt Association is not a member of your Local Relief Association, use **9999** as their line number and type in the individual's name by overwriting where it says INVALID LINE NUMBER. The Exempt Trustees are the only individuals that you might do this for.
- c. When all of the Trustees have been entered, click the Next icon to advance to the next screen.

9. Banks – Bank Information

- a. Enter the Bank Name, the last four digits of the account number, the Year End Bank Balance as shown on the Bank Statement or Bank Letter, and the total interest earned on that bank account for the year. Enter each bank account on its own separate line. Click the Update icon to the right as you enter each line. If you need to, you can abbreviate the bank name. As you are entering and updating the lines, you should see the Banks Total balance and the Interest Total balance at the bottom of the screen change. If you need to, you can update or delete an account by using the icons to the right of the entries.

b. Do not forget to include any accounts that you closed that had interest during this 1/1 – 12/31 calendar year. The bank balance you enter would be zero with an amount entered for interest.

- c. When all of the bank balances and interest are entered, click the Recalculate Bank Totals icon and then select the Next icon to advance to the next screen.

10. Banks – (cont.)

- a. Enter the outstanding checks that have not cleared your checking account as of 12/31. Enter the check number and amount of each individual check and click the Add A Check icon for each one. If you need to, you can update or delete a check by using the icons to the right of the entries. If you had checks that did not clear by LAST 12/31, make sure they cleared or you will have to add them in again this year.

- b. Enter the total amount of Deposits in Transit. Deposits in Transit are deposits made into your account prior to 12/31 that for some reason did not clear and are not reflected in the Bank Statement or Bank Letter balance.
- c. When all of the miscellaneous bank information has been entered, click the Next icon to advance to the next screen.

11. Schedule A – All Bonds Owned by the Association – if you had no bonds, click the Next icon to advance to the next screen.

- a. Any bond/portfolio service or misc. charges/costs should be listed on the Misc. Administrative Expense section of the Disbursements screen.
- b. If your bond portfolio has a cash/money market account, that should be listed on the bank accounts screen.
- c. Enter each bond – one per line
 - i. Enter the name/description of the bond
 - ii. Enter the date originally purchased
 - iii. Enter the Starting bond value
 - 1. If the bond was owned prior to January 1st of the report year, enter the 12/31 value from last year's report.
 - 2. If the bond was purchased during the year, enter the bond purchase value
 - iv. Was the bond sold during the year – enter Y or N. **This question must be answered.**
 - 1. Bonds sold (Y) during the year will not be added in to the Year-End assets value.
 - 2. Bonds not sold (N) will be added into the Year End assets.
 - v. Ending bond value
 - 1. If the bond was sold during the year, enter the value at sale.
 - 2. If the bond was held past 12/31, enter the value of the bond as of 12/31.
 - vi. Enter total Dividend/Interest received during the year.
 - 1. If you had dividend/interest reinvestment, in addition to listing the amount received on this line, you will need to enter a new line showing the total initial value of the bonds purchased through reinvestment. If the ending bond value for this added line of reinvestment/purchase was included in a previous line, enter zero (0) for the sale/year-end cost.
 - vii. If the information is correct, click the Add A Bond icon located directly below where you are entering the information. If you need to, you can update or delete a line by using the icons to the right of the entries. Continue adding each bond.
 - 1. If you said Y to the Bond Sold question, the Bond Values at the bottom right does not update.
 - 2. If you said N to the Bond Sold question, the Bond Values at the bottom right will update with the Year End value
 - viii. You may click the Recalculate Totals icon at any time to update the total for overall year-end assets.
- d. When all of the bond information has been entered, click the Next icon to advance to the next screen.

12. Receipts

- a. Review the Receipts screen which should show subtotals/totals of the information you previously entered.

- b. You cannot enter any information on this screen and if you need to use the two Misc. entry boxes, you must contact the Field Examiner who will enter the amount(s) for you after reviewing the explanation for these entries.
- c. After reviewing the information, click the Next icon to advance to the next screen.

13. Insert D – Administrative Expenses

- a. Select the title from the drop-down menu (**these are the only individuals eligible to receive Administrative Expenses – President, Vice President, Secretary, Treasurer, Representative, Trustee**). Enter the individual's Company number and Line number. If it is a "9999" person (Chief or Exempt) you will have to type the name in by overwriting where it says Invalid Line Number. You can also use the "Select a Firefighter" icon at the bottom left to look up individuals by name. Enter the dollar amount received. Do not include Convention Delegate/Life Member payments – that is reported elsewhere. If the information is correct, click the Add Admin Expense icon located directly below where you are entering the information. You should see the information populate the area above. Continue for each individual until they are all entered. If you need to, you can update or delete a line by using the icons to the right of the entries.
- b. The maximum amount that can be paid to any one individual for Administrative Expenses is \$10,000.00. The maximum amount of ALL Administrative Expenses, including Miscellaneous Administrative Expenses on a later screen, is 15% (8% for Associations receiving Subsidy funds) of Gross Insurance Money and Interest (Line 5-b). The allowable amount of Administrative Expenses can now be found on the Expense Recap page two screens further on along with the Total Administrative Expenses which can be found on Line 30. Please call if you have any questions on the amount allowed.
- c. When all of the Individual Administrative Expenses have been entered, click the Next icon to advance to the next screen.

14. Insert B – Local Relief Paid

*****IF YOU HAVE ENTERED AND FINALIZED YOUR 4TH QUARTER RELIEF PAID REPORT, YOU CAN IMPORT THE DATA TO THIS REPORT WITHOUT HAVING TO RETYPE EVERYTHING. THE SYSTEM WILL NOT LET YOU IMPORT THE RELIEF DATA UNTIL THE 4TH QUARTER REPORT IS FINALIZED. ONCE IMPORTED, YOU CAN REVIEW THE ENTRIES AND ADD, DELETE, OR MODIFY LINES AS NEEDED.**

OR IF YOU WISH YOU CAN ALSO SUBMIT IT MANUALLY AS FOLLOWS:

- a. Enter the Company number and Line number of the individual who received Relief. You can also look up the Firefighter by name by using the "Select a Firefighter" icon at the bottom left of the screen. The member's name should populate the name field. Answer the three questions by putting a Y in any that apply. You do not have to put an N in for no. The system will fill that in where it sees a blank. If you received approval to pay Supplemental Relief, make sure you include that amount with the Local Relief that you paid. Do not split it up over two lines. **Do not include any Special Relief paid out by the NJSFA State Office.** If you are a million dollar plus Association and you paid the Special relief after receiving approval, include that amount also.
- b. If the information is correct, click the Add Local Relief icon located directly below where you are entering the information. You should see the information populate the area above. Continue for each individual until they are all entered. If you need to, you can update or delete a line by using the icons to the right of the entries.

- c. When all of the Individual Relief Recipients have been entered, click the Next icon to advance to the next screen.
- d. Relief is NOT part of Administrative Expenses and is not part of the 15% (8% for Associations receiving Subsidy funds) maximum allowable.

15. Disbursements

- a. A number of categories will have data filled in already based on previous screen entries. Review the pre-filled entries for accuracy.
- b. Under the Administrative Expenses heading, fill in the gross amounts of expenses for the year for the five categories listed. After you enter the totals for these five categories, you will need to click the **Recalculate Totals** icon near the bottom to have the system add the amounts into the overall totals.
- c. In the section Miscellaneous Administrative Expenses (Not in categories above), add any other items not previously covered. For example, if you received permission from the NJSFA State Office to purchase a laptop, this is where you would list it. Describe the purchase and enter the dollar amount. If the information is correct, click the Add Misc. Expense icon located directly below where you are entering the information. You should see the information populate the line below/right of the box. Continue for each item until they are all entered. If you need to, you can update or delete a line by using the icons to the right of the entries. After you enter all of your misc. purchases, you will need to click the Recalculate Totals icon near the bottom to have the system add the amounts into the overall totals.
- d. The “Maximum Allowable Administrative Expenses” for your Association is now listed on this screen just above where it says State Filing Fee. The “Total Admin Expenses” must be less than that amount. If you go over, the overage must be paid back to the Association.
- e. When all of the Administrative Expenses on this screen have been entered, click the Next icon to advance to the next screen.
- f. If you need to use the Misc. entry box all the way at the bottom left, you must contact the Field Examiner who will enter the amount for you after reviewing the explanation for this entry.

16. Elected Officers for next year (2024)

- a. The information on this screen is a requirement by the State of New Jersey, Department of Banking & Insurance. The information entered does **NOT UPDATE** NJSFA State Office records for who the new officers are or their home address records. That information is updated from the Annual Officers Listing report. For any change of officers or their home address, make sure it has been submitted by the Secretary on the proper form.
- b. If the “Annual Officer’s Listing” report has been submitted, you can click the “Get Elected Officers” icon near the top and it will import what our system shows as your 2024 officers.
- c. If you need to manually change an entry, enter the Company number and Line number of the Officer. The name fields should populate based on that.
- d. Add the Officers home address and answer the two questions with a “Y” or “N”. If you do not have a safe deposit box, answer N for all four officers. You should be answering Y to all four officers as you need 3 of these 4 individuals to sign your checks. All four officers should have the ability to sign checks. These are the only four people that can sign checks and in case one officer is not available, you have the other three available.

- e. Once the information is entered and is correct for all four officers, click the Next icon to advance to the next screen.

17. General Information

Fill in the information for each question. For this screen, you may have to put the approximate date of your local audit or come back to this screen to enter and reprint the page before getting signatures. If necessary, you can the box blank and hand write this one item.

Date of 2023 meetings. (See ARTICLE IV – see MEETINGS (on page 3 of the 2010 BY-LAWS OF LOCAL FIREMEN’S RELIEF ASSOCIATION.) **NOTE: IF YOU HAD TO CANCEL A MEETING FOR ANY REASON (AND DID NOT HAVE A SPECIAL MEETING), IT SHOULD BE NOTED IN THE SECRETARY’S MINUTES BOOK AND THE DATE OF THE CANCELED MEETING SHOULD BE INSERTED.**

Once the information is entered and is correct, click the Finish icon to advance to the Treasurer Reports screen. At this point, you can still go back in at a later time to correct or add information

- 18. You will want to see if you are in balance by reviewing the message on the main Treasurer’s Report screen. The screen will tell you whether or not the report balances and if not, how much you are off by.

- a. If you are not in balance, did you:
 - i. Finish entering all data
 - ii. Transpose any numbers
 - iii. Enter any wrong numbers by hitting the wrong keys
 - iv. Enter information in the wrong spot.
 - v. Duplicate any misc. expense that was already added into the categories
 - vi. Compare this year’s report to last year’s report, so you do not leave any banks or bonds off
 - vii. Skip any officers or relief recipients while entering
 - viii. Check that the bank letters or statements are correct and match what you show in your records for 12/31 balance, YTD interest, YTD bank charges
 - ix. Compare the amount written on the checks to what the bank shows as deducted for that check on the bank statements.
- b. If you still cannot find the difference:
 - i. Have another local member or officer take a look
 - ii. Call your Executive Committeeperson or the NJSFA State office for assistance.
 - iii. **DO NOT WAIT. GET ASSISTANCE ASAP!!**

19. You Balance!! Congratulations!!

- a. Finalize the report
- b. Print out the reports.
- c. Have your local audit only after you have finalized the report. The audit committee should be reviewing documents that balance and no longer have the word DRAFT on them.
- d. Get all the proper signatures/notarization
- e. Make copies of all required supporting documentation to include with the reports
- f. Make sure you review all documents that printed out and fill in any required information on the four final pages that print out with the Annual Financial Standing and include them with the support documents in the envelope or scan back to us
- g. After you print out the copies and get the signatures, you can scan the documents along with the support documents to LocalReports@Njsfa.com. If you do this, you can scan just one complete set

and we will make the second copy. If you scan and email the report, hard copies do not need to be mailed in.

- h. If you do not want to scan & email the documents, you can still send in Forms 200 & 200A along with all support documents requested. (Certified mail, UPS, Fed Ex – **GET AND KEEP TRACKING NUMBERS**)
- i. Go online after a few days and see if we show it as received on the reports tab.

Filing reports that are not complete in every respect, and/or do not balance, does not meet the requirement of the February 20th filing deadline. Reports that balance must be received in the State Office by February 20th or must be postmarked on or before February 20th. The scanning and emailing of a balanced and signed report along with the support documents must be received by February 20th. Failure to meet the filing deadline will result in your Association not being seated at the Convention as well as other penalties.