

Annual Financial Standing Report – Online Entry

The reports (200 & 200A) with live signatures 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 2018** Representatives, Trustees, Bank Names, Bond names, Relief recipients, etc. and then after 1/1, enter the final numbers. As soon as you get the bank/bond information – CHECK IT FOR ACCURACY – DO NOT ASSUME THEY GAVE YOU ACCURATE YTD & Y/E INFORMATION.

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](#)
5. **For all screens, if you enter any information, always select [Next](#) to go to the next screen 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)
 - 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)
 - 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 and the Year End Bank Balance as shown on the Bank Statement or Bank Letter. Click the Update icon to the right after you enter each line. If you need to, you can abbreviate the bank name. If you have less than 20 accounts, please use a separate line for each individual account and put the last three or four digits of the account number as part of the name. If you have more than 20 accounts, you will have to consolidate/group some of the accounts by Bank name. As you are entering and updating the lines, you should see the Total Banks 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. When all of the bank balances have been entered, click the Next icon to advance to the next screen.
10. Banks – (cont.)
 - a. Enter the total interest of all of your bank accounts.
 - b. 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.
 - c. Enter the total amount of Deposits in Transit. Deposits in Transit are deposits made into your account that for some reason did not clear and are not reflected in the Bank Statement or Bank Letter balance.
 - d. 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 should not enter any information on this screen unless instructed to by someone from the NJSFA office.
- 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). 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. 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 Total Administrative Expenses 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

- a. Enter the Company number and Line number of the individual who received Relief. The member's name should populate the name field. If the payment is for the spouse of a member that passed away over 30 years ago, the line number may not be in our system and you will have to type the name in by overwriting the Invalid Line Number message. Answer the four 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 answer Y in that column. The amount of relief received should be the total of Regular and Supplemental Relief together. Do not split it up over two lines. Do not include any Special Relief paid out by the NJSFA State Office.
- 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.
- d. 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 area above. 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.

- e. When all of the Administrative Expenses on this screen have been entered, click the Next icon to advance to the next screen.

16. Elected Officers for next year

- 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. Enter the Company number and Line number of the Officer. The name fields should populate based on that.
- c. 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.
- d. 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

- a. 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.
- b. 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 clicking on the Check if Report Balances icon 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 deducted for that check.
- 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!!

- a. Print out the three reports.
- b. Have your local audit
- c. Get all the proper signatures/notarization
- d. Make copies of all required supporting documentation to include with the reports
- e. Make sure you reviewed all documents that came in the Annual Financial Standing package that you received and everything is filled out and if required, included in the envelope back to us
- f. Send in Forms 200 & 200A along with all support documents requested. (certified mail, UPS, Fed Ex)
- g. 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. Failure to meet the filing deadline will result in your Association not being seated at the Convention as well as other penalties.