



**North Carolina Extension Association of
Family & Consumer Sciences**

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

2024 Budget Program of Work

Objectives:

- To continually strive for total membership in the North Carolina Extension Association of Family and Consumer Sciences.
 - A. Associate Membership - NCCE employees working in any capacity with Family and Consumer Sciences with less than a bachelor's degree, who upon payment of dues, may become an Associate Member of NEAFCS. If an individual is a program assistant or program associate, but has a bachelor's degree, they may choose which membership to join.

The Annual Dues for associate membership in NCEAFCS shall be \$85.00. This amount includes: \$55.00- national dues and \$30.00 - state dues (includes \$1.00 for the ECA Educational Scholarship Fund and \$1.00 for the Annual First Night - if requested).

District dues are set by each district association and are collected at the same time as State and National dues, but remain in the district.
 - B. 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 NCEAFCS shall be \$167.00. This amount includes \$110.00 - national dues and \$57.00 - state dues (includes \$1.00 for the ECA Educational Scholarship Fund and \$1.00 for the Annual First Night – if requested).

District dues are set by each district association and are collected at the same time as State and National dues, but remain in the district.
- To have a balanced budget between the Association's yearly income and yearly expenses. State Officers and State Committee chairs submit budget requests to the budget committee prior to the Annual meeting.
 - a. 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.
 - b. No bills will be accepted after this date unless the expense is incurred after this date.
- 3. The State Association's Tax Identification number is recorded with the State Treasurer and is for state Association use only.

4. To efficiently manage the Association's financial accounts. Accounts currently held at the PNC include: Checking, and Money Market. The Association's investment accounts held with the Family and Consumer Science Foundation are the Annual Conference Endowment Fund and Annual Income Account.
5. To complete IRS forms each year for the organization.
6. 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.

Responsibility of State Chairman

- Collect National and State Dues from district treasurers by December 1st.
- Collect \$300 from District Treasurers for the General Fund by December 1st.
- Remit National dues by January 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 NCECA Foundation, 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.
- If requested, remit \$1.00 per member for support of the First Night by July 1 of each year it is to be held. Payment is handled by the Cooperative Extension County Operations office, NCSU.
- Financial review of state treasurer records by a committee appointed by the president, shall be completed no later than January 10 of each year.
- Out-going treasurer serves as advisor to the Budget Committee.
- State Treasurer shall request a \$2,000 disbursement of funds from the FCS Foundation Executive Director, according to Memorandum of Understanding if funds are available, to support Annual Conference by submitting an invoice to:
Kathy Kennel - Executive Director, NC Agricultural Foundation, Inc. Director of Business Operations for CALS College Advancement College of Agriculture & Life Sciences
NC State Box 7645, Raleigh NC 27695-7645
919-515-9259
- State Treasurer will disburse a total of \$3500.00 to Annual Conference Host District by March 1.

- Submit Program of Work and Annual Committee Budget Report to State Executive Board, Standing Committee members, and Webmaster by September 1st or within 2 weeks after the State meeting.
- Maintain financial reports produced by the FCS Foundation relating to the Annual Conference Endowment Fund and Income Account.
- Report financial status of the Ada Dalla-Pozza endowment account to the membership in the annual financial report. For most recent FCS Foundation reports, contact:
Sean Moretz , CALS Advancement Business Officer- slmoretz@ncsu.edu
- The incoming state treasurer will be an alternate voting delegate to the NEAFCS annual session. Expenses will be the same rate the state administration supports “official” delegates. (Appendix I - of NCEAFCS Policies and Procedures).
- Work with the Webmaster to maintain State and National life member contact list.
- State treasurer will work with the Webmaster to post the links to the listserv on the website.
- State Treasurer will complete IRS 990 Forms before May 1 of every year.

Responsibilities of District Treasurers

- Collect and remit to the state treasurer, National and State dues for each active and associate member by November 1st.
- District treasurers will collect dues in the months of September/October. 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:
 - o an alphabetical list of district members
 - o membership forms
 - o dues by the specified December 1st.
- Submit \$300 per district by December 1st to the state treasurer to support the general fund and annual meeting host district.
- Update active membership, state life membership, and national life members in the district. One copy shall be sent to the state treasurer who will verify membership and forward to the webmaster by December 1st.
- Send information regarding state and national life membership to new retirees.
- If national award winners from the district attend a national conference, the district will pay for a corsage to be worn at the banquet. (The State President will place the order and

the State Treasurer will submit the bill).

- Annual Conference Host District will invoice the NCEAFCS treasurer for \$3500.00 to cover costs of hosting the annual conference by February 1 of each year.
- Districts will establish a listserv for their membership.
- District treasurer shall prepare written guidelines of items to be completed by incoming District treasurer to avoid assumptions and errors.
- District Treasurers will complete IRS Forms for their association.
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Responsibility of Members

- New agents joining prior to July 1 will pay full national and state dues and any district dues assessed.
- Members are to submit yearly dues to the District Treasurer by October 31st.
- If a member resigns before January 1, the national and state dues may be refunded for that upcoming year. Requests must be in writing to the district treasurer who will in turn submit a written request to the state treasurer.
- Refer to the current NCEAFCS Policies and Procedures for state and national dues for retired members.

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.

2024 Budget Committee

Stephanie Stevenson 2024-2025 NCEAFCS Treasurer

Jordan Jefferies-James, NC

Mary Morris, NE,

Toi Degree, SC

Avery Ashley, SE

Niki Maness, W

Julie Sawyer – Outgoing treasurer - Advisor to Budget Committee

Respectfully Submitted by: Julie Sawyer, 2021-2023 - NCEAFCS State Treasurer, October 12, 2023

