Online LAFAP Submission Guidelines

Signature and Notarization of Form

If your association uses the online system AND the LAFAP application is reviewed by a Certified Public Accountant or Public Accountant (CPA/PA), both the Accountant and the President can sign the LAFAP electronically. Once the President reviews and signs-off on the LAFAP electronically, the application is complete. The association does not have to physically sign, notarize, or mail in the application. The application is still due by November 1st. All other status labels are considered incomplete.

For associations that have receipts that are under $5,000, they can but are not required to have their application reviewed by a CPA/PA. When a CPA/PA is not involved, the association must have an independent person review and sign the application. If the application is reviewed by an independent person the LAFAP application has to be printed, signed by the independent person, signed by the President (their signature has to be notarized), and mailed to NJEA. The application is still due by November 1st.

All users must have a login ID and password

If you are the President or Treasurer, the login ID and password are the same ones you used to enter MARS.

All accountants must have login credentials supplied by NJEA to access the LAFAP online system. Please have your accountant contact NJEA to request a login ID and password.

If your accountant has changed, the president or treasurer must complete an Online Authorization form and submit it to NJEA.

A complete copy of this guideline document can be downloaded when you log into the NJEA website. (My NJEA → Local Leaders → Treasurers → Online LAFAP Submission Guidelines)

Extension Requests

Associations may request a 15-day extension, in writing, by the association president, to NJEA no later than October 31. For any LAFAP application received by NJEA after November 15th the association president must submit an explanation as to why it was late and request that it be accepted by the NJEA Leadership Team. Extension requests can be emailed to NJEA at LAFAP@NJEA.ORG.
$5,000 Receipts Threshold

A Certified Public Accountant or Public Accountant (CPA/PA) must review a LAFAP when the amount of receipts on page 3, line 19 of the application is $5,000 or more. Whenever an accountant performs a review, they must submit an accountant’s report to NJEA.

If receipts are under $5,000, an independent person must review and sign the application. See page 20 of the guidelines for additional information.
For LAFAP applications created by the treasurer

Click on the link to the website and enter your user ID and passwords, https://apps.njea.org/lafap. This is the same user ID and password that you use when logging into MARS.

Note: You can view all of the previously submitted LAFAP applications by clicking on the year. Please note that you will only have read-only access.

Click on the CREATE AN APPLICATION link at the bottom left hand corner.
Once you created your application, you will automatically be directed to the **GUIDELINES TAB**.

This tab provides you with important information about the LAFAP application. Specifically it lists the benefits for completing the application.

**NOTE:** On June 27, 2018, the United States Supreme Court issued a decision in *Janus vs. AFSCME* which made it unlawful for public sector unions to charge non-members an agency fee. Due to the timing of the decision, the 2017-2018 LAFAP form still contains references to agency fees and chargeable/ non-chargeable expenses. **Considering the Court decision, references in the LAFAP form to agency fees and chargeable/non-chargeable expenses should be ignored when completing your 2017-2018 LAFAP form.**

**NJEA, COUNTY AND LOCAL AFFILIATES WILL NOT CALCULATE OR CHARGE AGENCY FEES effective June 27, 2018.**
The **APPLICATION TAB** is designed to show who created the LAFAP application, when, and who last updated the application.

The box in the middle of the screen will let you know if there are any warnings / errors within the application. These warnings / errors are located in the yellow box on the left hand side of the system.

**NOTE:** This box will change as you go through the application. Once pages 2 through 11 are completed, you must come back to this application tab for additional instructions on how to release the application to your accountant (if the gross receipts on page 3, line 19 are greater than $5,000) or to NJEA (if the gross receipts on page 3, line 19 are less than $5,000).
The **PAGE 2 TAB** is designed to verify the Federal EIN for each association. This number is pre-populated based on the records held by NJEA. **If this number does NOT match your records, please contact NJEA at (609) 599-4561.**

Additionally, if your association is going to file its own 990 tax return (990, 990-EZ, or 990-N), you would check the box. Otherwise, NJEA will include your association in the NJEA group tax return that is filed each year.
The **PAGE 3 TAB** allows you to enter the beginning cash balances (Section 1) and the receipts (Section 2).

When entering in the beginning cash values (rows 1 through 4), the amount will automatically calculate row 5. If the amount calculated differs (greater than $1) from the ending cash balance per the prior LAFAP, the following warning message will appear on the left: “The difference between Line 5 and Line 82 in last year’s application is greater than $1.00. Provide a brief explanation.” Below is an example of a LAFAP application that has a difference greater than $1.

**Note:** Error messages will not appear until you hit the **SAVE** button.

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**SECTION 1 - Statement of Financial Position**

1. General Purpose Checking Account 12,002.00
2. Savings Account (include CD’s, Money Market Accts.) 0.00
3. Other Checking Account 0.00
4. Petty Cash 0.00
5. Total Cash on Hand 8/31/2015 13,000.00

Line 82 from last year’s application 13,490.14

Provide a brief explanation when the difference of Line 5 and Line 82 is greater than $1.00.

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**SECTION 2 - Local/County Receipts**

6. Local/County Dues and Representation Fees 0.00
7. Strengthening Local Reimbursement (LAFAP) 0.09
8. Released Time President Salary Reimbursement 0.00
9. Interest 0.00
10. Legal Expense Reimbursements 0.00
11. Donations/Gifts 0.00
12. Income from Rentals, Vending Machines, etc. 0.00
13. Project Pride Reimbursement 0.00
14. Rent 0.00
15. Conference/Workshop Reimbursement 0.00
16. Income from Conferences/Workshops 0.00
17. Paul Dimitroulos Collection 0.00
18. Miscellaneous Income Total (describe below) 0.00
19. T. Total Receipts 0.00

**Detail of Miscellaneous Income**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

The total miscellaneous income is displayed on Line 18.
Line 18 represents the miscellaneous income. The system will not allow you to enter the amount on this line. You must go to the Details of Miscellaneous Income section and enter the description and amount for each item. Once you are done, hit the “ADD” button.

Note: If you do not enter a description, a red box will appear around the description box when you hit the SAVE button. When this happens, your work has NOT been saved.
If the association’s monthly EFT received from NJEA includes dues and philanthropic funds, the philanthropic amounts should not be included on line 6 (Local Dues & Representation Fees). This amount should be reported on line 18 (Miscellaneous Income). Additionally, since these funds do not belong to the association, they need to be transferred to the Philanthropic Fund. After the transfer is completed, both transactions should be recorded on line 18. Below is a screenshot of how it should look.
The **PAGE 4 TAB** allows you to enter the Administration Expenses. Until our system is updated based on the Supreme Court Decision (see page 4) all of these expenses must be entered in the Chargeable column.

When entering amounts on line 36 (Other), you must include a description; otherwise, a red box will appear around the description box when you hit the **SAVE** button. Additionally, you will not be able to proceed until this error message is resolved.
The **PAGE 5 TAB** allows you to enter the salary expenses. On this page you can physically enter in the amounts on lines 41, 42, 43, 44, 46 and 49. Just a reminder that if you enter in an amount on line 46, you must include a description; otherwise, you will see a red outline around the description box and you will not be able to go to another tab until a description is entered. Below is an example.

For lines 38, 39, 40, 45, and 48, these amounts must be entered on the Page 6 or 7 Tabs.
The **PAGE 6 TAB** allows you to select the names of the President and Other Officers and enter the salaries paid to them.

The officers are automatically imported from MARS when the application is created. If the officer is not correct, you can hit the delete button and then add another officer. The system will not allow you to directly enter the name. You must select the little blue box with three dots inside it to perform a search. **This search will only limit you to active members of the association that you are working on.**

### SECTION 2A
The officers were automatically imported from MARS when the application was created. You are permitted to make any necessary adjustments.

Balance paid by the association to the officers must be entered into the section of the corresponding portion. Reimbursements paid to the district for a full-time released president’s salary must be entered into the Full-Time Released President section at the bottom of this page. It is possible to have entries in both sections.

<table>
<thead>
<tr>
<th>Name</th>
<th>Total</th>
<th>Chargeable</th>
<th>Non-Chargeable</th>
</tr>
</thead>
<tbody>
<tr>
<td>DARLENE A. GONZALEZ</td>
<td>400.00</td>
<td>300.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Totals (copied to line 38, pg. 5)</td>
<td>0.00</td>
<td>300.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>

DO NOT include reimbursements made to the district. That must be entered in the Full-Time Released section below.

### Vice President Salary

<table>
<thead>
<tr>
<th>Name</th>
<th>Total</th>
<th>Chargeable</th>
<th>Non-Chargeable</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOLLNA A. HAYWOOD</td>
<td>100.00</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Totals (copied to line 39, pg. 5)</td>
<td>100.00</td>
<td>100.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Treasurer Salary

<table>
<thead>
<tr>
<th>Name</th>
<th>Total</th>
<th>Chargeable</th>
<th>Non-Chargeable</th>
</tr>
</thead>
<tbody>
<tr>
<td>GESUALDA CONFORTI</td>
<td>100.00</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Totals (copied to line 39, pg. 5)</td>
<td>100.00</td>
<td>100.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Secretary Salary

<table>
<thead>
<tr>
<th>Name</th>
<th>Total</th>
<th>Chargeable</th>
<th>Non-Chargeable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals (copied to line 39, pg. 5)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Full-Time Released President - Reimbursements To District

<table>
<thead>
<tr>
<th>Name</th>
<th>Total</th>
<th>Chargeable</th>
<th>Non-Chargeable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The **PAGE 7 TAB** allows you to enter the details for lines 40 and 45 on the **PAGE 5 TAB**. You can enter the Committee Person’s/AR Salary (top section) or the Committee Person/Officer Reimbursable Expenses (bottom section).

Here you will enter the committee name, the name of the individual being paid, and the amount paid. Once all three pieces of information are entered, you need to select the “**Add**” button.

**PLEASE ENTER EACH COMMITTEE NAME AND PERSON. DO NOT ENTER VARIOUS OR MISCELLANEOUS AND A TOTAL AMOUNT.**

If your association had this section filled out in the previous year, your current application will have the Committee Name and Person Name prepopulated. If you don’t have any changes, you just have to fill in the dollar amount. If you need to change the information, you can either edit the information or you can hit the delete button.
The **PAGE 8 TAB** allows you to enter the expenses for meetings, conferences, and workshops.

**Note # 1:** Both Executive Committee and Representative Council meetings must be entered through the Chargeable column. (Please refer to page 4 as NJEA no longer calculates Representation Fees)

**Note # 2:** Line 57 (Conferences) and Line 58 (Workshops) can’t be entered directly on page 8. You must go to the **PAGE 9 TAB** to enter the detail information. **DO NOT ENTER VARIOUS OR MISCELLANEOUS AND A TOTAL AMOUNT.**
The **Page 10 Tab** allows you to enter the Program expenses.

**Note #1** – Lines 62, 66, 68, and 69 must be entered through the Chargeable column. (Please refer to page 4 as NJEA no longer calculates Representation Fees)

**Note #2** – For lines 71 through 75, you must enter a description of the other program expenses, otherwise the system will highlight the box in red when you hit the save button or try to go to another tab.

### LAFAP

#### Local/County Association Application

<table>
<thead>
<tr>
<th>Applications</th>
<th>Local</th>
<th>PATERN FOOD SERVICE ASSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Year Ending</td>
<td>2015</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Local Draft</td>
<td></td>
</tr>
</tbody>
</table>

#### SECTION 5 - Program Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Chargeable</th>
<th>Non-Chargeable</th>
</tr>
</thead>
<tbody>
<tr>
<td>60. Negotiations</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>61. Grievance Processing (i.e. Arbitrations)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>62. Legislative and Political Activities</td>
<td>500.00</td>
<td>0.00</td>
</tr>
<tr>
<td>63. Public Relations *</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>64. Internal Communications</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>65. Newsletter</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>66. Membership Promotion (Organizing)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>67. Social Activities</td>
<td>1,500.00</td>
<td>1,500.00</td>
</tr>
<tr>
<td>68. Dinnertime Fund</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>69. Pledge Program Expenses **</td>
<td>2,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>70. Gifts (Retirement, Tower, etc.)</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>71. Other Program Expenses</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>72. Other Program Expenses</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>73. Other Program Expenses</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>74. Other Program Expenses</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>75. Other Program Expenses</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>76. Total</td>
<td>5,400.00</td>
<td>2,900.00</td>
</tr>
<tr>
<td>77. Total Expenses - Sections 3, 4, and 5 lines 51 - 59</td>
<td>34,750.00</td>
<td>24,950.00</td>
</tr>
</tbody>
</table>

*NOTE: Do not include under Public Relations those expenses that are for internal communications purposes only.

**NOTE: Pledge Program expenses are non-chargeable.
The **PAGE 11 TAB** allows you to enter in the ending cash balances for the year. These figures can be entered on lines 78 through 81 and will be automatically calculated on line 82.

If everything ties out, then the amounts calculated in section 7 will balance and the out of balance warning inside the yellow box will disappear (you will have to hit to save button).

**NOTE:** At this point your LAFAP application is ready to be released to your Certified Public Accountant / Public Accountant (CPA/PA) or to NJEA. **YOU MUST GO BACK TO THE APPLICATIONS TAB TO BEGIN THAT PROCESS.**

Reminder – If your association has gross receipts greater than $5,000, your LAFAP application must be reviewed by either a CPA or PA (see pages 16-18). If your association has gross receipts less than $5,000, then your LAFAP application has to be reviewed by an Independent Person, which could be a CPA or PA (see page 19).

Additionally, the **PAGE 12 TAB** is for the use of the Certified Public Accountant / Public Accountant. The President or Treasurer will not be able to enter in this information.

The only exception is when your application has gross receipts less than $5,000. In this case, either the President or Treasurer must complete the line labeled “Treasurer Name (maintained by)”.
When a LAFAP application is assigned to a CPA /PA, you must release your LAFAP to that accountant. As mentioned earlier all LAFAP applications with gross receipts (Line 19 on page 3) that are greater than $5,000, must be reviewed by either a CPA or PA.

The printer icon allows you to print out a draft copy of your application. If you are comfortable with all of the information on the application, go ahead and select the “Release To CPA/PA” button.

When you select the “RELEASE TO CPA/PA” button, a pop-up will appear to make sure that you want to send the application to your accountant. If you are sure, please select “Yes”.

At this point the status of your application will change from “Local Draft” to “CPA/PA Review”.

The accountant assigned to the application will be able to login and review your application.

If your association changes accountants, you must resubmit an On-Line Authorization form to NJEA. Once the change is made by NJEA, you will be able to release the application to your new accountant.
Once the LAFAP application has been reviewed and submitted online by the accountant, the President must log in to the application, examine it, and release the application to NJEA.

Select the year to open the application.

NOTE: As you can see, the status of the LAFAP has changed to “CPA/PA Prepared”
Application TAB - LAFAP being released to a CPA/PA for online review and then to NJEA – cont

Here the President should review the LAFAP application by selecting and reviewing each tab. The printer icon allows you to print a draft copy to physically review.

If everything looks good you must check the box stating that you have read the Guidelines and Requirements (which are located on the Guidelines Tab) and select the “SUBMIT TO NJEA” button. Once again a pop-up will appear to make sure that you want to send the application to NJEA. If you are sure, please select “YES”.

**Once the President reviews and signs-off on the LAFAP electronically, the application is complete. The association does NOT have to physically sign, notarize, or mail in the application. The application is still due by November 1st.**

**Note:** After the President signs-off on the application, the status should be “Local Certified”. All other status labels are considered incomplete.

**Note:** The association should print out a copy of the submitted application for it’s records. If you look at page 11 of the application, you will see both the electronic signature/time stamp of the accountant and the President.
Application TAB (For LAFAPs requiring an independent review and will be submitted directly to NJEA after the independent review is performed)

When a LAFAP application has less than $5,000 in gross receipts (Line 19 page 3) it is not a requirement that it get reviewed by a Certified Public Accountant / Public Accountant. However, the application still has to get reviewed by an Independent person. This Independent person cannot be an officer, member, or related to a member, not have an interest in your association.

Either the president or treasurer can select the printer icon and print out a copy of the application to review. Don’t forget that the Independent person still has to sign the LAFAP.

ONLY THE PRESIDENT CAN SELECT THE “SUBMIT AND MAIL APPLICATION” BUTTON.

Lastly, the President must print out the LAFAP application by selecting the printer icon, sign, have it notarized and mail the entire application to NJEA by November 1st.

New Jersey Education Association
Attn: LAFAP
PO Box 1211
Trenton, NJ 08607-1211