

# Washington State School Retirees' Association



Welcome to the position of treasurer. You have assumed the financial responsibility of your unit. The following information is to help you fulfill that responsibility.

## Unit Treasurer's Handbook 2022-2023

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### **TREASURERS AND MEMBERSHIP CHAIRS**

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**Michele Hunter**  
**360-413-5496 ext 116**  
**[michele@wssra.org](mailto:michele@wssra.org)**

# Who Can Become a Member?

Occasionally a member paying \$14 per month via ADD (dues for self and spouse) passes away. The spouse wishes to continue membership. The spouse has a choice:

- ✓ The spouse can pay cash \$84 per year.
- ✓ Credit/Debit card payments of \$84 are available on the website [wssra.org](http://wssra.org).
- ✓ If the spouse is receiving survivor benefits from DRS he/she can sign a new ADD form. The social security number of the pension account holder and the spouse should be written on the new ADD form (see sample).

We've had a couple of inquiries asking if substitute teachers can join. Any school employee or retiree can pay cash membership dues.



## Materials Available from the WSSRA Headquarters

❖ Membership forms	no charge
❖ WSSRA lapel pins	\$1.50 each
❖ Envelopes (both business and return address)	\$.03 each
❖ Mailing labels	\$.02 each
❖ Membership lists (retiree, active, member, non-member Cash, or ADD by alphabet or by zip code)	no charge
❖ Vouchers (Green for Coordinating Council, Blue for Convention, White for State Committee Chairs/Board members) These are also available on our website <a href="http://wssra.org">wssra.org</a>	no charge

We will bill the Unit for postage and deduct payment from your monthly check.

Please recommend that potential members check out our web site. ([www.wssra.org](http://www.wssra.org)) Membership information and applications are available there.

## MONTHLY DEPOSITS

1. **PENSION DEDUCTION FOR RETIREES:** The Department of Retirement Systems sends us a check each month for all the members on ADD – pension deduction. Your Unit receives \$2 per month per member.
2. **ACTIVE SCHOOL EMPLOYEES:** School Districts send WSSRA a check each month. Units receive \$2 per member per month. Teachers on a leave of absence – we do not collect dues from them.
3. **UNIT REFUNDS:** This usually indicated dues that have been overpaid by Unit members.
4. **CASH DUES:** Dues sent directly to the WSSRA office - \$24 per member is returned to the Units – the entire year's membership.
5. **WSSRA ADDITION:** Miscellaneous transactions.
6. **MEMBERSHIP INCENTIVE:** If your unit chooses this program, \$10 per new member that was not a member the previous year.
7. **CONVENTION REIMBURSEMENT:** Reimbursement for Convention expenses.
8. **COORDINATING COUNCIL MILEAGE REIMBURSEMENT:** Reimbursement for Coordinating Council Meetings. The deposit will be made to your account for distribution among whomever and however many drivers were locally authorized to provide the transportation.
9. **WSSRA DEDUCTION FOR INVOICE:** If your unit has ordered supplies from the office, your deduction for those supplies will be listed here. A detailed invoice will also be included with your treasurer's packet. Can also be for a member refund of cancelled membership dues.
10. **DATE DEPOSITED:** This is the date in which our bank has been notified to direct deposit money into your account. This process can take 3-5 business days to complete.
11. **AMOUNT OWED TO UNIT:** Should match the amount deposited into your account.

FOR THE MONTH OF	FEB	2023					UNIT 00
DUES DEDUCTION FOR RETIREES							\$0.00
DUES ACTIVE SCHOOL EMPLOYEES							\$0.00
UNIT REFUNDS FOR OVERPAYMENTS							\$0.00
CASH DUES SENT IN WITH STATE DUES							\$0.00
<b>TOTAL OF UNIT DUES</b>							\$0.00
WSSRA ADDITION FOR					ADD		\$0.00
MEMBERSHIP INCENTIVE					ADD		\$0.00
CONVENTION REIMBURSEMENT					ADD		\$0.00
COORDINATING COUNCIL MILEAGE REIMBURSEMENT					ADD		\$0.00
<b>TOTAL OF MISC ADDITIONS</b>							\$0.00
WSSRA DEDUCTION FOR INVOICE					MINUS		\$0.00
<b>Estimated date of deposit ?/?/2023</b>	<b>Amount owed to Unit</b>						<b>\$0.00</b>



# WASHINGTON STATE SCHOOL RETIREES ASSOCIATION

4726 Pacific Avenue Lacey WA 98503  
1-360-413-5496 OR 1-800-544-5219

(Instructions on reverse)

Please use the green voucher for Coordinating Council and the blue voucher for Convention.

John Doe  
First Name (print) Last Name  
1234 1st Street Anytown WA 98000  
Address City St. Zip  
(000) 000 - 0000 00 Any Unit  
Phone # Unit # Unit Name

Member of the:  
☒ Executive Board  
☐ District Rep. # \_\_\_\_\_  
☐ Other \_\_\_\_\_  
☐ State Committee (Specify) \_\_\_\_\_

## CHECK HERE IF CHANGE OF ADDRESS

Meeting Date <u>05-20-10</u>	Reason for attending meeting _____						
Meeting attended <u>Board</u>	State budget (s) responsible for expense _____						
Travel Detail:	Miles	Miles x rate	Bkfst	Lunch	Dinner	Hotel	TOTAL
From: <u>Anytown</u>	# <u>50</u>	<u>50 x .50</u>	<u>11.00</u>	<u>14.00</u>	<u>24.00</u>	<u>89.00</u>	<u>163.00</u>
To: <u>Anytown</u>	#						

Meeting Date _____	Reason for attending meeting _____						
Meeting attended _____	State budget (s) responsible for expense _____						
Travel Detail:	Miles	Miles x rate	Bkfst	Lunch	Dinner	Hotel	TOTAL
From: _____	#						
To: _____	#						

Meeting Date _____	Reason for attending meeting _____						
Meeting attended _____	State budget (s) responsible for expense _____						
Travel Detail:	Miles	Miles x rate	Bkfst	Lunch	Dinner	Hotel	TOTAL
From: _____	#						
To: _____	#						

<b>Totals</b>							
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## Miscellaneous Expenses:

Description	Phone	Printing	Postage	Misc.	TOTAL
<u>Copies</u>		<u>6.00</u>			
<u>Stamps</u>			<u>44.00</u>		
<b>Totals</b>					

**TOTAL TO BE REIMBURSED**

**\$ 213.00**

## LIST ADDITIONAL PARTICIPANTS FOR TRAVEL OR MEALS:

1. Joe Smith Date 5-20-10 Committee Any Committee
2. \_\_\_\_\_ Date \_\_\_\_\_ Committee \_\_\_\_\_
3. \_\_\_\_\_ Date \_\_\_\_\_ Committee \_\_\_\_\_
4. \_\_\_\_\_ Date \_\_\_\_\_ Committee \_\_\_\_\_

I certify that this statement, the amounts claimed, and attached receipts represent necessary expenses incurred by me while engaged in the Association's business.

Joe Doe 5-20-10  
Submitted By Date

Approved By Date

PLEASE KEEP YELLOW COPY FOR YOUR RECORDS AND SEND ONLY WHITE COPY TO WSSRA

Office use only	
Committee _____	_____
Mileage _____	_____
Food _____	_____
Hotel _____	_____
Phone _____	_____
Printing _____	_____
Postage _____	_____
Misc. _____	_____
Total \$ _____	\$ _____

WSSRA will reimburse you fully for all reasonable expenses incurred in the ordinary course of business. You will be reimbursed for actual Association business expenses only. Check with the office first if you're not sure an expenditure qualifies for reimbursement.

The requirements below reflect sound business practices and Internal Revenue regulations.

**\*Submit a completed Expense Voucher to your Committee Chair for approval.**

**\*Attach all receipts to back of voucher.**

\*Vouchers should be submitted within thirty (30) days of the expense or sooner.

\*List expenditures by date and amount in the appropriate columns. If necessary, continue on a second form.

\*Expenditures for business meals and entertainment must document all of the following:

- a. Purpose
- b. Nature of event
- c. Name and location where expense was incurred
- d. Names of all participants

\*Identify telephone & incidental expenses in the MISCELLANEOUS column.

\*Check the box that pertains to the meeting or function you attended. (Indicating which budget this expense comes out of.)

It's your obligation to ride-share whenever possible. If members who live in the same vicinity need to drive alone, please indicate why.

**FOR ADDITIONAL INFORMATION REFER TO "TRAVEL REIMBURSEMENT PROCEDURAL INFORMATION" IN THE WSSRA HANDBOOK.**

***PLEASE KEEP YELLOW COPY FOR YOUR RECORDS AND SEND ONLY WHITE COPY TO WSSRA.***



# WASHINGTON STATE SCHOOL RETIREES ASSOCIATION

4726 Pacific Avenue SE Lacey WA 98503  
1-360-413-5496 OR 1-800-544-5219

## COORDINATING COUNCIL (Area A9)

UNIT # DD

UNIT NAME Any Unit

Meeting Date 00/00/00

The driver and all passengers must be listed for each car to be eligible for reimbursement!

CAR #1	Travel Detail:	# Miles	Miles x rate = \$	Parking	Ferry	Amount due
From:	<u>Anytown</u>	<u>100</u>	<u>100 x .50 = 50.00</u>			<u>50.00</u>
To:	<u>Any place</u>	<u>rt</u>				
DRIVER:	<u>Driver</u>	3.	<u>passenger</u>		5.	
2.	<u>passenger</u>	4.	<u>passenger</u>		6.	

CAR #2	Travel Detail:	# Miles	Miles x rate = \$	Parking	Ferry	Amount due
From:	<u>Any city</u>	<u>50</u>	<u>50 x .50 = 25.00</u>			<u>25.00</u>
To:	<u>Any place</u>	<u>rt</u>				
DRIVER:	<u>Driver</u>	3.	<u>passenger</u>		5.	
2.	<u>passenger</u>	4.	<u>passenger</u>		6.	

CAR #3	Travel Detail:	# Miles	Miles x rate = \$	Parking	Ferry	Amount due
From:						
To:						
DRIVER:		3.			5.	
2.		4.			6.	

CAR #4	Travel Detail:	# Miles	Miles x rate = \$	Parking	Ferry	Amount due
From:						
To:						
DRIVER:		3.			5.	
2.		4.			6.	

CAR #5	Travel Detail:	# Miles	Miles x rate = \$	Parking	Ferry	Amount due
From:						
To:						
DRIVER:		3.			5.	
2.		4.			6.	

TOTAL TO BE REIMBURSED \$ 75.00

# OF PARTICIPANTS 8 CARS ALLOWED 2

I, the President of our local unit certify that this statement represents expenses incurred by unit members engaged in the Association's business. I am also aware that the check will be mailed to the Unit Treasurer.

Unit President 00/00/00  
Unit President Date  
Coordinating Council Chair 00/00/00  
Approved by Date

(Instructions on reverse)

Submit all copies to WSSRA. The pink will be returned with your reimbursement check.

Office use only
CC 303-_____ \$_____

## INSTRUCTIONS

### COORDINATING COUNCILS:

Round trip mileage from each local Unit (see chart below) to attend up to three meetings of the Coordinating councils per year. Vouchers must be submitted through the District Representative who will sign and submit them for payment. Checks will be sent to the local Unit for distribution among whomever and however many drivers were locally authorized to provide the transportation..

Chairs please use white voucher to submit claims for postage, office supplies, meeting room rent (where complimentary meeting room is not available), long distance telephone (for the Chair), meals for Coordinating Council Officers (not covered by other budgets).

NOTE: Local Units often cover meal expenses of their respective participants. Some meetings do not incur meal expenses.

### REIMBURSEMENT FOR CARS/PARTICIPANTS:

Local Unit Participants	Number of Cars Reimbursed
1 - 4	1
5 - 8	2
9 - 12	3
13 - 16	4
17 - 20	5
21 - 24	6

NO. PARTICIPANTS 8 CARS ALLOWED 2

Unit President \_\_\_\_\_  
Coordinating Council Chair \_\_\_\_\_  
Date \_\_\_\_\_

(Instructions on reverse)  
Should all copies be filed in 1755A. The bill will be returned with your reimbursement check.



# WASHINGTON STATE SCHOOL RETIREES ASSOCIATION

4726 Pacific Avenue Lacey WA 98503

1-360-413-5496 OR 1-800-544-5219

## CONVENTION VOUCHER

UNIT # 00

UNIT NAME Any Unit

Meeting Date 00/00/00

(Instructions on reverse) The driver and all passengers must be listed for each car.

CAR #1	Travel Detail:	# Miles	Miles x rate = \$	Parking	Ferry	Amount due
From:	<u>Anytown</u>	<u>100</u>	<u>100 X .50 = 50.00</u>			<u>50.00</u>
To:	<u>Anyplace</u>					
DRIVER:	<u>Driver</u>	3.	<u>passenger</u>		5.	
2.	<u>passenger</u>	4.	<u>passenger</u>		6.	

CAR #2	Travel Detail:	# Miles	Miles x rate = \$	Parking	Ferry	Amount due
From:	<u>Anywhere</u>	<u>75</u>	<u>75 X .50 = 37.50</u>			<u>37.50</u>
To:	<u>Any place</u>					
DRIVER:	<u>Driver</u>	3.	<u>Passenger</u>		5.	
2.	<u>passenger</u>	4.	<u>passenger</u>		6.	

CAR #3	Travel Detail:	# Miles	Miles x rate = \$	Parking	Ferry	Amount due
From:						
To:						
DRIVER:		3.			5.	
2.		4.			6.	

CAR #4	Travel Detail:	# Miles	Miles x rate = \$	Parking	Ferry	Amount due
From:						
To:						
DRIVER:		3.			5.	
2.		4.			6.	

CAR #5	Travel Detail:	# Miles	Miles x rate = \$	Parking	Ferry	Amount due
From:						
To:						
DRIVER:		3.			5.	
2.		4.			6.	

# OF PARTICIPANTS 8 CARS ALLOWED 2

### BREAK-OUT SESSION ONLY

Hotel accommodations for registered convention attendees that can only attend the last day of Convention for the break-out sessions, may be reimbursed for one night of lodging, based on double occupancy, and travel more than 150 miles each way. Both names must be listed with receipt for reimbursement.

Room #1 Name Joe Smith Name Jack Brown \$ 99.00  
 Room #2 Name \_\_\_\_\_ Name \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL TO BE REIMBURSED \$ 198.50

I, the President/Treasurer of our local unit certify that this statement represents expenses incurred by unit members engaged in the Association's business. I am also aware that the check will be sent to the Unit Treasurer.

Unit President  
 Unit President/Treasurer (submitted by)

00  
 Unit #

00/00/00  
 Date

## WSSRA CONVENTION REIMBURSEMENT DIRECTIONS

The Unit President or Treasurer is responsible for submitting the blue voucher for reimbursement. All drivers and riders must be listed in the spaces provided.

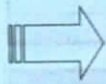
As a co-sharing of travel costs, reimbursement for round trip mileage is authorized according to the chart below.

Vouchers must be submitted by Unit Presidents/Treasurer with the claimant being the local Unit. Checks will be sent to the Unit Treasurer. (Local Units may distribute these reimbursements among drivers which were authorized by Local Units to provide the needed transportation.)

✶The **ABSOLUTE** deadline for Convention vouchers is **June 21**. WSSRA must have all vouchers from this fiscal year paid by June 30.

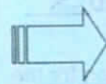
### REIMBURSEMENT FOR CARS/PARTICIPANTS:

Local Unit Participants	Number of Cars Reimbursed
1 - 4	1
5 - 8	2
9 - 12	3
13 - 16	4
17 - 20	5
21 - 24	6



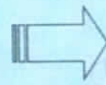
WSSRA Handbook B:9 Expenses for the following are paid by WSSRA -- **State Officers, District Representatives, WSSRA Historian, State (not Unit) Committee Chairs, Working Committee members** (Awards, Nominating & Review, Rules & Resolutions), and **WSSRA staff members**.

These members should not be listed on this voucher unless they are listed as carpool drivers or riders and are not submitting any other voucher for carpool reimbursement.



WSSRA Handbook P:7 Each **WSSRA Past-president** will have registration and meals paid by WSSRA if s/he chooses to vote as a WSSRA Past-president. Each **WSSRA Past-president** needs to be listed as a carpool rider since they are not reimbursed for mileage.

### BREAK-OUT SESSION ONLY



Hotel accommodations for registered convention attendees that can only attend the last day of Convention for the break-out sessions, may be reimbursed for one night of lodging, based on double occupancy, and who travel more than 150 miles each way.

Submit all copies to WSSRA. The pink copy will be returned with your reimbursement.

Thank you for submitting all expense vouchers promptly.



# IMPORTANT TAX INFORMATION FOR LOCAL UNIT

## TAX IDENTIFICATION NUMBER: (EIN)

**EIN# – all units are required to have a Tax ID number.** (Units need to make sure the bank has the EIN# and not a personal Social Security number). Having a tax ID# number does not grant tax-exempt status to nonprofit organizations.

**To check your EIN #** - You can call the IRS Customer Account Services (1-877-829-5500), to see if your account has gone dormant or if your number is registered under your correct unit name. When WSSRA changed their name in 2000, some of the local units also changed their unit's name. **If you have to change your local unit name** – you will need a copy of the amendment for name change, a copy of proof of nonprofit status with WA State and a cover letter explaining the name change and a listing of your officers. All this information needs to be sent to: Internal Revenue Service, Attention: EO entity, mail-stop 6273, Ogden, UT 84201. This takes about 30 days.

## ANNUAL FILINGS:

- 1. STATE- SECRETARY OF STATE ANNUAL FILING-** Annual filing fee \$20.00  
2022 annual form <https://www.sos.wa.gov/assets/corps/2.2022---24.03a-annual-report-form---np.pdf> you will need your UBI#.
- 2. FEDERAL- IRS E-POSTCARD -** **If your unit's annual gross receipts are \$25,000 or more, you will need to file a 990 tax form (units under the \$25,000 file 990 e postcard)**  
**Please call the office if you need help with filing. Failure to comply will result in the loss of non-profit status.** if your year end is June 30<sup>th</sup>, then the report is due by November 15<sup>th</sup>

The form must be completed and filed electronically. There is no paper form. You **must first register** in order to receive a password.

**How To File** paste the following address into your internet browser:

<https://sa.www4.irs.gov/eaauth/pub/login.jsp?Data=VGFyZ2V0TG9BPUI%253D&TYPE=33554433&REALMOID=05-000ca231-ad53-16bc-8663-483c0adb40e7&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=UOKC7yx4eMTQ24FGxPFBb5q3Mj3Xh3pyXfBEiYyHJ97nGCXu16wx5MzFhJfZmIG&TARGET=-SM-https%3a%2f%2fwww4%2eirs%2egov%2fepostcard%2fsecure%2fhome%2f>

- ➡ Employer identification number (EIN) (see step 1) also known as the Taxpayer Identification Number (TIN)
- ➡ Tax year
- ➡ Legal name and mailing address
- ➡ Any other names the organization uses
- ➡ Name and address of Treasurer
- ➡ Website address if the organization has one
- ➡ Confirmation that the organization's annual gross receipts are normally \$25,000 or less
- ➡ If applicable, a statement that the organization has terminated or is terminating (going out of business)

## 3. PAYROLL TAXES - 1099-NEC or W-2:

A nonprofit organization is required to issue 1099-NEC to anyone that you pay \$600 or more during the year to non-employees for services. You are not required to file for services provided by a corporation such as Office Depot, only individuals and small companies.

If you have an employee you need to file a W-2 (or a 1099 if you are not paying the payroll taxes). This is for stipends or monthly payments for any paid position.

If you hire a small business to create your newsletter then you will need to provide them with a 1099-NEC.

To get the filing information from the employee or contracted company print this W-9 form for them to fill out. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>



# IMPORTANT NOTES:

**non-profit status with the IRS-** Local units that have gross receipts more than \$5,000 must apply for Recognition of Exemption with the Federal IRS.

**501c4) an educational, social and a fraternal organization-** Most units are a 501c4's due to the fact that state and local unit dues are not tax deductible and they have limited legislative activity. Units can give scholarships and grants- IRS does have more scrutiny with scholarships. Please lookup the IRS guidelines for scholarships on the IRS website. The IRS watches to make sure you have a set of rules and guidelines for a fair process to award the scholarships.

**If a 501c4 receives unrelated income (money other than from their members) you are required to file the IRS form 990T and pay taxes on it.**

If a 501 c4 organization receives donations for a scholarship from members this would not be considered unrelated income. However, the money cannot be co-mingled with dues money. The money can only be used for the intent indicated on the donation.

**(501 c3). status are considered publicly supported organizations- contributions** If your unit collects additional income for scholarships that you want donors to secure a tax deduction you would need to complete the 501 c3 organization application. Some units do apply for both if the units are planning on requesting donations for scholarships. (Dues are not tax deductible.) If a person gives a donation or bequest than the money needs to be tracked and the intent of the donation(s) has to be followed. **Make sure you apply as a public foundation and not a private foundation. Private foundations are required pay excise tax on any investment income earned.**

File form 8718- Form and fee to be submitted with one of the two applications above 501c3 or 501c4: <http://www.irs.gov/pub/irs-pdf/f8718.pdf> with user fee of \$400 or \$850. (File the State application first- You need will need a copy of the Articles of Incorporation you receive from the Secretary of State which will have a date stamp on it).

**Unit scholarship questions- 501c4 or 501c3** Inquiry about whether being organized as a 501(c)(4) versus a 501(c)(3) has any consequence to a non-profit organization when it comes to distributing scholarships and grants to current or future educators.

Facts: The WSSRA has several local units that it oversees, of which some are 501(c)(3) and others are 501(c)(4). These local units receive funds in the form of grants and donations with the purpose of redistributing those funds as scholarships and grants to current and future educators.

Issue: Does being organized as one form of non-profit over the other have either a positive or negative effect on the ability of the organization to carry out its mission? Are there any limits on how much either of these types of organizations can choose to award as either a scholarship or grant?

## Conclusion:

As long as the local units are operating within **the boundaries of their mission and the IRS regulations**, as well as respecting any limitations imposed by the donors of the funds they receive, it would not matter if they were organized as a 501(c)(3) or 501(c)(4) for the purpose of distributing grants or scholarships. In any case, units that receive scholarship donations must follow sound accounting principles by maintaining separate records for funds that are given specifically for scholarships from those that come from dues. Scholarship monies should be earmarked specifically for the intended purpose, and not co-mingled with general operating funds.

The main difference between the two types of non-profits is the deductibility of the donations by the donors. A 501(c)(3) is a public charity and the donations to such an organization are tax deductible to the donors.

Donations to a 501(c)(4) are not tax deductible to the donor so there may be more incentive for donors to contribute to an organization that is a 501(c)(3).

**Note: (Units with 501 c3 status are considered publicly supported organizations- contributions are from the general public) units should not be private foundations. (Private foundations are required to pay excise tax on the investment interest income.)**

## MEMBERSHIP COMPILATION as of 08/11/2022

Unit	Cash	ADD	Honorary	Actives	Total	Last Month	Last Year	Retirees pending	Actives pending	Actives on Leave	Deceased last month	Need SSN to continue	Requested off last month	Current Emails at State Level
01 ASOTIN CO/POMEROY	12	164		147	323	322	328							122
02 CHELAN DOUGLAS	31	403	2	378	814	821	850	3	1	2	2			398
03 CLALLAM CO	33	184		22	239	237	239			1	1			167
04 COLUMBIA BASIN	24	225		175	424	430	454	4		1	1			227
05 GRAYS HARBOR PACIFIC	18	154	1	18	191	195	194	2			1			55
06 SOUTHWEST KING	26	490	1	179	696	697	728	1		8				137
07 JEFFERSON CO	9	89		1	99	99	104							46
08 KITSAP CO	40	290		2	332	332	333	1			1			147
09 KITTITAS CO	9	179		57	245	247	257	1		1				52
10 COLUMBIA GORGE	14	35		4	53	52	51							29
11 LEWIS CO	17	309	2	61	389	391	406	4						89
12 LOWER COLUMBIA	30	301	1	53	385	387	396				3			110
14 MASON CO	17	105	1	36	159	160	148	2						74
15 OKANOGAN CO	14	208	1	93	316	319	333	2						113
16 EAST KING	53	349	1	1	404	400	392							201
18 PEND OREILLE CO	6	37		11	54	48	46							25
19 RENTON/SOUTH KING	72	288	3	3	366	363	339	1						189
20 SEATTLE	76	765	2	53	896	903	935	2		3	6			281
21 SKAGIT-ISLAND-SAN JUAN	52	464	2	87	605	600	606	2					1	267
22 SNO ISLE	90	728	4	161	983	990	985	9	1	4				572
23 SNO-KING	85	948	5	321	1359	1368	1395	5	1	6	5			1021
25 SPOKANE AREA	127	789	3	73	992	992	1017	2		1	2			352
27 PIERCE CO	145	782	4	238	1169	1168	1159	3		3	5			593
28 THURSTON CO	100	526	9	364	999	995	1020	1			1		1	630
29 BENTON/FRANKLIN	92	611	6	144	853	856	835	1		3	2		1	459
30 SW WASHINGTON	69	367	1	69	506	504	499	1		2	2			208
31 WALLA WALLA/COLUMBIA	34	367		188	589	589	614	1		4				249
32 WHATCOM CO	45	572	2	149	768	770	788			1	3			222
33 WHITMAN CO	9	110		24	143	143	144	1			1			72
34 YAKIMA	50	924		564	1538	1539	1589	6	1	3	1			481
36 MEMBERS AT LARGE	8	235	1		244	245	256				2			24
<b>TOTAL</b>	<b>1407</b>	<b>11998</b>	<b>52</b>	<b>3676</b>	<b>17133</b>	<b>17162</b>	<b>17440</b>	<b>55</b>	<b>4</b>	<b>43</b>	<b>39</b>	<b>0</b>	<b>3</b>	<b>7612</b>

POTENTIAL RETIREE MEMBERSHIP 56,113 (PERS1, 2, TRS 1, 2, 3, SERS 2, 3)

Pending = New members signed up who have not yet made first pension or payroll payment

\*Cash renewal letters have been mailed to our cash pay members.

Only those members paid for 2022-23 are counted now.

We do not delete delinquent members – they are just no longer counted.

This reduction in membership totals is expected each July 1st.

**MEMBERSHIP REPORT**  
**MICHELE HUNTER, MEMBERSHIP COORDINATOR**

**August 11, 2022**

**MEMBERSHIP COMPARISON MONTH TO MONTH**

<b>AUGUST 11, 2022</b>		<b>JULY 5, 2022</b>	
<b>CASH MEMBERS</b>	<b>1407</b>	<b>CASH MEMBERS</b>	<b>1366</b>
<b>ACTIVES</b>	<b>3676</b>	<b>ACTIVES</b>	<b>3722</b>
<b>ADD MEMBERS</b>	<b>11998</b>	<b>ADD MEMBERS</b>	<b>12020</b>
<b>HON/LIFE MEMBERS</b>	<b>-52</b>	<b>HON/LIFE MEMBERS</b>	<b>-54</b>
	<b>17133</b>		<b>17162</b>

**Members lost in one month = -29**

**MEMBERSHIP COMPARISON YEAR TO YEAR**

<b>AUGUST 11, 2022</b>		<b>AUGUST 1, 2021</b>	
<b>CASH MEMBERS</b>	<b>1407</b>	<b>CASH MEMBERS</b>	<b>1118</b>
<b>ACTIVES</b>	<b>3676</b>	<b>ACTIVES</b>	<b>4171</b>
<b>ADD MEMBERS</b>	<b>11998</b>	<b>ADD MEMBERS</b>	<b>12104</b>
<b>HON/LIFE MEMBERS</b>	<b>-52</b>	<b>HON/LIFE MEMBERS</b>	<b>-47</b>
	<b>17133</b>		<b>17440</b>

**Members lost in one year = -307**

**ESTIMATED POTENTIAL RETIREE MEMBERSHIP = 56113**

**(PERS 1, 2, TRS 1, 2, 3, SERS 2, 3)**

Honorary Members are shown as a negative number. They count in the Unit and Association total of members, but no dues are received from these individuals.



# OBITUARY NOTICES

It is very helpful to have one person in each Unit who sends obits and death notices to the WSSRA Membership Coordinator. This can be the treasurer, membership chair, the "sunshine person" – anyone who has the time and interest. It may be a good way to involve a member who is homebound and looking for a way to participate.

PLEASE SEND THE FOLLOWING INFORMATION IF POSSIBLE WITH ALL OBITUARY NOTICES TO THIS OFFICE:

1. Complete name, including middle initial
2. Last known city where they lived and taught

**BE AS COMPLETE  
AS POSSIBLE**

Any obituaries that list the person as being a school employee are requested. The individual may not have been a member of your Unit, but he/she may be in another Unit or may have been a member at one time. We need to remove all deceased from our database in order to prevent mailings to deceased persons.

It is going to be hard to get all the names of our deceased retirees, but if all Units and Committee members would be alert, we can honor those at our annual necrology program at Convention.

Thank you all for your assistance.

Deceased lists are sent out via email or US mail in the first week of each month.



## WHAT DO THE CODES MEAN?

### Membership Status Codes ~ (usually listed in red on reports)

UU	Has never been a member of WSSRA
00	Former members now unpaid
D	Pending DRS retirees awaiting first payment
DD	Now on DRS
DU	Former DRS now unpaid
T	Pending active awaiting first payment
TE	Now active member on school district reports
TEL	Active member now on leave from school district
TU	Former active now unpaid
A##	Last paid cash dues for ## last two-digit year (A22 = 2022)
C23	Current cash paid member 2022-2023
C22	Current cash paid member 2021-2022
AR23	Auto-renewal member that paid by credit card via website
HM	Honorary member

### Membership Change Codes ~

ACT	Active member (payroll deduction)
ADD	New address (can be a member or non-member)
BTW	Was on leave of absence now back at work
CASH	Cash member (new)
DELQ	Delinquent cash member
DRS	Now on DRS (pension deduction)
FORM	Needs a new form filled out to continue membership, letter has been sent
LOA	On leave of absence
NC	Name change
NR	New retiree not a member
PEND	<b>New Member</b> submitted to DRS awaiting payment
RES	Resigned/left district
RET	Active member that retired from school district and submitted to DRS
RNEW	Cash Renewal
RQ	Requested off/Cancelled membership
SSN	Need full social security number to submit to DRS, letter has been sent
SUPT	Superintendent
WA	Wrong address

### Why do you have non-paid members who formerly belonged to another Unit on your list?

They may be actives who used to work in a school district in another area, but now live/work in yours. Or they could be retirees who have relocated to your area. Or members who chose to belong to another Unit although residing within your boundaries.

When you contact these former members, you can indicate that you notice they used to belong to another unit, and then fill them in on all the wonderful reasons to join your Unit!

When an individual joins please pass the name along to your membership chair, newsletter editor, sunshine person, calling committee.... whomever so that the new member can be welcomed. Please do not leave a new member hanging thinking that all we are interested in is his/her dues.

**CAUTION – NON-MEMBER ADDRESSES MAY BE INCORRECT.** Check [www.zabasearch.com](http://www.zabasearch.com) or phone books for correct listings.



## MEMBERSHIP INCENTIVE PROGRAMS

1. The WSSRA board has approved two \$10 incentive programs for the 2022-2023 year.
  - a. PROGRAM #1 (Old Incentive Program)
    - i. The State Membership Committee is offering every WSSRA unit a \$10.00 reward for **every new member, active and retired, cash or ADD**, enrolled from July 1, 2022, to June 30, 2023, and **not** enrolled by the office DRS mailing. A new member is a person who was not a member in the past year. As members you are asked to assist your unit to obtain the rewards for new members. Your unit will receive the incentive at the end of June. You can also earn a bonus \$100 for enroll 25 or more members.

**OR**

- b. PROGRAM #2 (New Incentive Program)
    - i. Each new member is given \$10 cash upon signing up to become a member when enrolled at a WSSRA sanctioned event (faculty meeting, retirement seminar, unit meeting). The member that handed out the cash would then fill out an incentive voucher and send it in to the WSSRA office with the new membership form(s). You will then be reimbursed \$10 for each new member you enrolled that is listed on the voucher.
2. **Get together with your unit leadership and decide which incentive program that you would like for 2022-2023. Please let Michele Hunter know your choice by October 1, 2022. If we don't hear from you, your unit will be entered into program #1.**
3. The State office has legislative information on the website. ([www.wssra.org](http://www.wssra.org)). It is helpful to include up-to-date legislative information in your presentations. If you need specific information, feel free to contact Peter Diedrick, Legislative Director, or a member of the WSSRA legislative committee.
4. An AMBA representative is available to attend your meetings.
5. Michele Hunter can tell you if a school district currently allows payroll deduction for active members.
6. Your local unit treasurer and membership chair receives monthly membership information. The WSSRA office 1-360-413-5496 ext. 116 can provide labels and lists to help you.

## **SPREAD THE WORD ABOUT WSSRA**

You can "talk up" the benefits of WSSRA and help your unit by becoming a member of your local membership committee every place you go. Carry a membership form. Keep one in your purse, billfold, glove compartment, or desk drawer. Keep them handy and use them when opportunity strikes. All around you are potential members for WSSRA. They attend your church, go to your gym, buy groceries at your store, get gas at your gas station, attend the same club meetings, AND remember to enroll their spouses. We can't rely on one Unit Membership Chair. **It takes all of us.** Remember, **ME**membership begins with **ME**!



## MEMBERSHIP FORMS

### RETIREES:

We need all new Automatic Dues Deduction (ADD) forms and/or any changes, in the WSSRA office NO LATER THAN THE 10<sup>th</sup> EACH MONTH. DRS has a cut-off date each month. Any forms received after the 10<sup>th</sup> of the month will not be submitted until the following month.

Please check closely when you are sending it to the WSSRA office to be sure that ALL information is filled in:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Complete name, with middle initial | <input checked="" type="checkbox"/> Local Unit Number                             |
| <input checked="" type="checkbox"/> Address, City and Zip Code         | <input checked="" type="checkbox"/> Retirement Plan (this gets missed most often) |
| <input checked="" type="checkbox"/> Social Security Number             | <input checked="" type="checkbox"/> Member signature and date                     |

The spouse of and the retiree may have their dues deducted from the retiree's pension with the retiree's permission. However, we must have the signature of BOTH people. We need written authorization to deduct \$14 from one member's account to pay for both memberships. Without the above information we cannot submit the ADD form to DRS. Please indicate which retiree will have the \$14 deduction.

It's easy for a member on ADD to change from one unit to another. We need written documentation from the member, either via mail or email. Please have them send us their complete name, address and which Unit they wish to change to and current Unit they belong to.

### ACTIVES:

"Active" members pay their dues via payroll deduction from their school district paychecks.

Look at the form closely when you are sending it to the WSSRA office to be sure that ALL information is filled in. The yellow portion must go to the School District Payroll officer. It's been our experience that delivering the yellow forms directly to the payroll office with face-to-face communication is better than putting them in the mail. Send in the white form to the WSSRA office.

\*Social Security numbers are our identification at the Department of Retirement Systems. We cannot submit a new member without it. Please assure any prospective member that we are very careful with their personal information. We shred all documents. Unit Treasurers are encouraged to shred forms after they are no longer needed.

**Washington State School Retirees' Association**  
**4726 Pacific Ave SE**  
**Lacey, WA 98503**

**INVOICE**

TO: \_\_\_\_\_  
 UNIT: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 REQUESTED BY: \_\_\_\_\_

	Item	Price		Quantity	Cost
Envelopes	Regular with State Logo	0.03	each	0	\$ -
	#9 Return with Address	0.03	each	0	\$ -
	6 1/2 x 9 1/2 Brown Kraft	0.08	each	0	\$ -
	9 x 12 Brown Kraft	0.10	each	0	\$ -
	10 x 13 Brown Kraft	0.12	each	0	\$ -
Boxes	Small Mailing Box	2.16	each	0	\$ -
	Medium Mailing Box	3.26	each	0	\$ -
	Large Mailing Box	3.50	each	0	\$ -
Labels	Labels with Printed Address	0.02	each	0	\$ -
Copies	White Single Sided Copies	0.04	each	0	\$ -
	Color Single Sided Copies	0.05	each	0	\$ -
	White Double Sided Copies	0.05	each	0	\$ -
	Color Double Sided Copies	0.06	each	0	\$ -
	Letterhead Paper	0.05	each	0	\$ -
Miscellaneous	Pocket Folders	0.40	each	0	\$ -
	Name Tents	0.51	each	0	\$ -
Postage	Stamps	Per Stamp			
	Metered Postage	Meter Total			
Other Charges					
Description					

Total Due Upon Receipt

**\$ -**

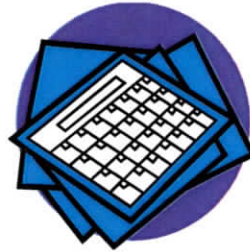
If you are sending membership dues and any other money in, please make out separate checks payable to WSSRA.

Thank you!

## A Treasurer's Responsibility

Monthly you should be:

Balancing the checkbook with deposit slips and bank statements. Show your work!



Annually you should be:

Having a three member committee (not the Treasurer) review the checkbook, deposit slips and bank statements for the year for accuracy and certify so.



Change of Treasurer:

Prior to a new treasurer taking over the responsibility, have a three member committee review the books for accuracy and certify so.





## **Record-Retention Schedule**

<b>1 Year</b>	Deceased List
<b>2 Years</b>	Correspondence (routine) with customers or vendors Treasurer forms – you sent to the Membership Coordinator of who paid state and local dues.
<b>3 Years</b>	Accounts Payable Ledgers and Schedules Accounts Receivable Ledgers and Schedules Employment applications (not hired) Inventories of products, materials, and supplies
<b>4 Years</b>	Tax Forms 990, 990T (W2, W4 and W9 only if you have employees)
<b>6 Years</b>	Authorization for payroll deductions Bank deposits and statements Contracts and Leases Employee personnel records (after termination +6 years) Fixed Assets Insurance Policy Contract Vouchers for payments to vendors, employees, and so forth (includes allowances and reimbursement of employees, officers, and so forth for travel and entertainment expenses)
<b>10 Years</b>	Litigation/Legal Case Files
<b>Permanently</b>	Audit Reports Deeds, mortgages, and bills of sale Depreciation schedules Financial statements (end-of-year, other months optional) Insurance Policy Legal Opinions Minute books of directors and stockholders, including bylaws and charter Payroll records and summaries including payments to pensioners Tax records (affiliated group)