



Branch financial trainings set for Orlando, Cleveland

NALC Secretary-Treasurer Jane Broendel has announced that registration is under way for two educational training sessions tailored to assist new branch secretary-treasurers and other local and state officers who are chiefly responsible for financial administration.

One session will be held in Orlando Feb. 25-27. The other will take place in Cleveland April 22-24.

While these seminars are intended primarily for branch secretary-treasurers, other branch and state officers who deal directly with branch finances also are invited.

Priority will be given to first-time attendees and each session is limited to 150 participants.

A form to request registration for either seminar is printed below. Registration forms must be received at NALC Headquarters in Washington by the registration deadline.

The training will cover the basics for financial officers: taxes, including payroll

withholding requirements; accounting systems and maintenance of proper controls; reporting to the Department of Labor, including LM-2, LM-3 and LM-30; fiduciary duties under the Landrum-Griffin Act; bonding of branch officers; NALC dues; legal limits on certain types of union spending; and IRS reporting requirements, including Forms 990 and 900-T.

The Orlando seminar room rate is \$129 single/double, plus tax. The registration deadline for the Orlando seminar is Jan. 23.

The Cleveland seminar room rate is \$99 single/double, plus tax. The registration deadline for the Cleveland seminar is March 27.

Training sessions will begin at 8 a.m. on the first day and conclude by noon on the third day. Branches will be responsible for transportation and lodging.

NOTE: Do not make airline reservations before receiving confirmation from the secretary-treasurer's office. Hotel information will be included with your letter of acceptance. ✉

Secretary-Treasurer Seminar registration form

Please register me for one of the following NALC Secretary-Treasurer Seminars:

- Feb. 25-27 in Orlando, FL.** Registration deadline is Jan. 23. Room rate [single/double] is \$129 plus tax.**
- April 22-24 in Cleveland, OH.** Registration deadline is March 27. Room rate [single/double] is \$99 plus tax.**
- If your chosen seminar is already full, check here if you'd like to be registered for the other one.**

Name _____

Branch or state position _____

Branch # _____ Branch city _____ State _____

Home address: Street _____

City _____ State _____ ZIP _____

Phone number (required) _____

Send to:

Secretary-Treasurer Jane E. Broendel
National Association of Letter Carriers
100 Indiana Avenue NW
Washington, DC 20001-2144

**** Please do not make airline reservations until you receive an acceptance letter.**