

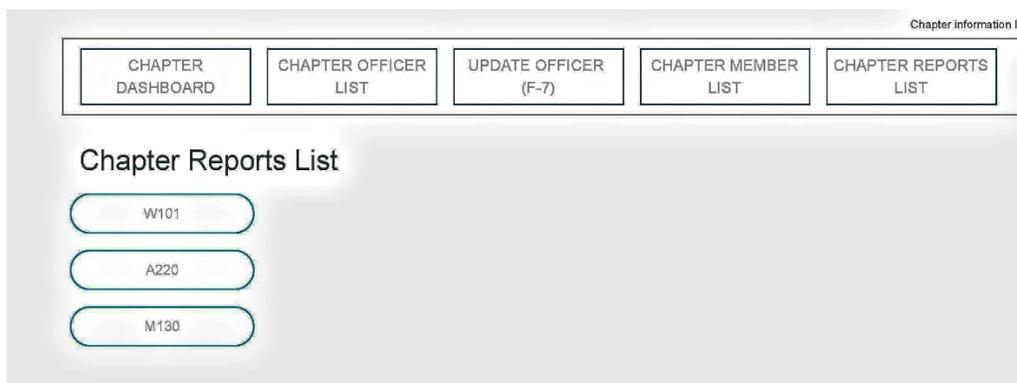
How To Read Chapter Financial Reports from the AMS

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Currently, the following three Chapter financial reports are available monthly from the NARFE Administration Management System (AMS). These reports are considered “static reports,” as you can call up a report for a specific period at any time in the future and be able to view the same information most of the time. The only time the information will change is when NARFE National has determined that an error has occurred and adds or deletes information for one or more members during a specific date range of the report. Currently, no notice is provided to Chapters when errors are corrected.

These reports are:

- Chapter Dues Activity Report (A-220);
- Dues Withholding Report (W-101); and
- Recruiting Fee Report (M-130).



Each of these reports can be viewed on the screen; however, none can be printed directly from the screen. The W-101 Report has a button labeled “Download in PDF,” and the A-220 Report and the M-130 Report have a button labeled “Print.” Both of these choices operate the same way, they download a copy of the screen in “pdf” format to your computer so that you can either save the pdf file on your computer or print it on your local printer. All of the reports also have a symbol in the line above the report information that looks like a floppy disk. If you select this symbol with your cursor, you are given the option to view and download or print the report information as one of the following types of files:

- Microsoft Word;
- Microsoft Word 2003;
- Microsoft Excel;
- Microsoft Excel 2003; or
- PDF.

Please note, the membership ID's, member names, and member addresses listed in the following examples are fictitious and are only used to show the type of information presented in these reports.

Chapter Dues Activity Report (A-220)

The A-220 Report provides information on all Chapter dues paid during the previous month to NARFE Headquarters except those dues designated as “Dues Withholding” (i.e., dues withheld monthly from a federal retiree’s retirement annuity by OPM and paid to NARFE Headquarters monthly). That means, it includes Chapter dues paid for 1-year, 2-year, 3-year, and Life memberships.

When you select the A-220 Report, you must designate the time period for the report, typically a one-month period starting with the first day of the month and ending with the last day of the month.

A-220 Chapter Dues Activity Report

Date On or After Date On or Before

In the following example, the period 3/1/2020 to 3/31/2020 was selected and the “View Report” button on the right side of the screen must be pressed to view the report. The following is a representation of two of the entries on the Report.

Chapter Dues Activity Report (A-220) for 1241 DULLES

Report uses dates (Transaction Dates) from 3/1/2020 to 3/31/2020

ID	MT	Dues	Name	Address	Expire	Payment	Code
10039045	A	3Y	Blank, George C	1 Babbling Brook Ct Reston, VA 20190-4000 US	02/28/2023	\$30.00	1241 DULLES
10339544	AE	3Y	Countymin, Harold	120 Parch Paper Ln Gainesville, VA 20155-0201 US	01/31/2023	\$20.00	1241 DULLES

Dues Category

One Year – 1Y
 Two Year – 2Y
 Three Year – 3Y
 Dues Withholding National Only – DW
 Dues Withholding with Chapter – DWC
 Life Member – L
 Partial Life Member – PL
 Supporting Member – S

Member Type

Annuitant – A
 AFE (Active Employee) – AE
 AFE Spouse – AES
 Annuitant Spouse – AS
 Survivor Annuitant – SA
 Supporting – S
 Honorary – H
 Complimentary – CM

In this sample A-220 Report, member types (MT) “A” indicates federal retiree and member type (MT) “AF” indicates active federal employee (also known as current federal employee) and are the member types typically listed. The typical dues categories indicated in the report are 3Y for 3-year membership, 2Y for 2-year membership, 1Y for 1-year membership, and L for life membership. (Dues Withholding dues categories DW and DWC are not listed in the A-220 Report.) For each of these typical dues categories, the Chapter could receive different payments, indicated below:

<u>Membership</u>	<u>National Dues</u>	<u>Dues Code</u>	<u>Payment to Chapter</u>
• For 1-year membership			
New Member	\$40.00	1A	\$13.33
Typical Renewal	\$40.00	A1	1 year Chapter dues
Special Renewal	\$25.00	AA	\$8.34
• For 2-year membership			
Typical Renewal	\$72.00	A2	2 years Chapter dues
Special Renewal	\$45.00	AB	1 year Chapter dues
• For 3-year membership			
Typical Renewal	\$102.00	A3	3 years Chapter dues
Special Renewal	\$60.00	AC	2 years Chapter dues
• For Life memberships	Depends on Age	L	1 year Chapter dues

NARFE currently charges “Special Renewal” National Dues to members who joined NARFE prior to 2008 while they were active federal employees and who are still listed in NARFE membership records as active federal employees.

The payment to the Chapter would be received about the 12th day of the month after the month of the report. For example, for the sample March 2020 A-220 Report shown above, the Chapter would receive \$50.00 about the April 12, 2020.

The revised membership expiration date is also shown in this report for each member listed.

It is recommended that this Report be printed in “Portrait” mode.

Dues Withholding Report (W-101)

The W-101 Report provides information on Chapter dues that will be paid during the current month from funds withheld monthly from a federal retiree’s retirement annuity by OPM and paid to NARFE Headquarters monthly.

When you select the W-101 Report, you must select the year of the report and the month for which payments are authorized by OPM (i.e., the month when dues withholding was authorized

and the anniversary of that date). You must then press the “View Report” button on the right side of the screen to view the report.

W101 Report

Please select OPM Year and OPM Month, from the pull down menu next to “OPM Year” and “OPM Month”. To view the Dues Withholding payment report, click on the “View Report” button. For an example, December 2019 report will pull the advance payment for December 2019.

Download in PDF

OPM Year <Select a Value> OPM MONTH <Select a Value> View Report

In the following example, the year 2020 and the month April were entered. The following is an example of one line of information on this Report.

State: VA		Chapter: 1241			4/2020			
ID	Name	Spouse ID	National Dues Withheld	Chapter Dues Withheld	Total Withholdings	Monthly Withholdings	Effective Date	Payment to Chapter
10897777	Newbe, Richard	0	\$34.08	\$9.96	\$44.04	\$3.67	V04/2010	\$9.96

This example shows a total annual withholding of \$44.04 for this member which consists of National dues and Chapter dues and which is paid from the member’s retirement annuity to NARFE Headquarters in monthly amounts of \$3.67. The indicated “Effective Date” is the month and year when dues withholding first became effective for this member, as confirmed by OPM. Although NARFE Headquarters receives the indicated “Monthly Withholding” from the member’s annuity, NARFE Headquarters pays the Chapter the “Payment to Chapter” once a year at the beginning on “Effective Date” and again on the annual anniversary of that date. The payment received by the Chapter is slightly less than the standard one-year Chapter dues, which for this example is \$10.00, because of rounding over a 12-month period.

If the member’s spouse is also enrolled under dues withholding and the dues are withdrawn from the member’s retirement annuity by OPM, the spouse’s NARFE ID would be listed under “Spouse ID” and the payment amounts would be double that for a single member.

The payment to the Chapter would be received about the 12th day of the month of the report. For example, for the sample April 2020 W-101 Report shown above, the Chapter would receive \$9.96 at approximately April 12, 2020.

It is recommended that this Report be printed in “Landscape” mode.

Recruiting Fee Report (M-130)

The M-130 Report contains information on new NARFE members that are recruited by a Chapter member and the funds (bonus) that the Chapter will receive as a result of the recruitment.

To access the Report, the starting date and the ending date of the period must be entered and the “View Report” button on the right side of the screen must be pressed to view the report.

Recruiting Fee M130 Report

Use this M-130 report only from January - August (February - September closings). During the Recruiters Incentive Program from the month of September to December, chapter will not get the \$2.00 rebates per member as shown in the M-130 report. Instead, the rebate for each member being recruited (by the member) into the chapter will be credited to the recruiter.

Print

Transaction Date From: Transaction Date To:

Information on the report includes the recruiter’s information, the recruited member’s information, the amount of the bonus that will be transferred to the Chapter, and the Chapter Number that the recruited member will be transferred into. Following is an example of one entry on this Report.

NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION
M130 - Recruiting Fee Report - Chapters
Report uses dates from 7/1/2019 to 7/31/2019
Prepared: 5/19/2020

<u>Recruiters ID #</u>	<u>Name</u>					<u>Chap #</u>	
1003945	Blank, George C					1241	
<u>Member Recruited ID #</u>	<u>Name</u>		<u>Exp Date</u>	<u>DC</u>	<u>MT</u>	<u>Amount</u>	<u>Chap #</u>
11169999	Burdeshaw, Matthew	202 Gless Ave Potomac Falls, VA 20165-1000	6/30/2020	1Y	A	2.00	1241
Sub Total:						2.00	

The bonus amount that the Chapter receives is \$2.00 per recruited retired federal employee, retired federal employee spouse, or survivor annuitant; and the recruited member’s Chapter can be any NARFE Chapter in any State or country. No bonus is paid to the recruiter by NARFE Headquarters for recruited members listed on the M-130 Report; however, some NARFE Chapters provide bonuses to recruiters from Chapter funds. For the recruitment of an active federal employee or an active federal employee spouse, the recruiter will receive a bonus of \$8.00 from NARFE Headquarters; but the Chapter will not receive any bonus.

The recruited member’s dues code (DC) is typically 1-year (1Y) for a \$40.00 cost to the recruited member and includes both National NARFE and Chapter dues. Until the M-131 Report becomes available from the AMS, the member types listed on the M-130 Report could be any of the following:

- Retired federal employee (A);
- Active federal employee (AE);
- Active federal employee spouse (AES);
- Retired federal employee spouse (AS); or
- Survivor annuitant (SA).

After the M-131 Report becomes available, the following member types could be listed on the M-130 Report:

- Retired federal employee (A);
- Retired federal employee spouse (AS); or
- Survivor annuitant (SA).

The payment to the Chapter would be received about the 12th day of the month after the month of the report. For example, for the sample July 2019 M-130 Report shown above, the Chapter would receive \$2.00 at approximately August 12, 2019.

It is recommended that this Report be printed in “Landscape” mode.