

The Municipal Clerks' Association of New Jersey
Executive Board Meeting
Agenda - 03/06/2017 - 10 AM

1. Call to Order
2. Roll Call
3. Approval of Minutes: 01/20/2017 - Executive Board Meeting
4. Unfinished Business
 - A. Memorializing Resolutions
 - 1) Resolution FY2017-30 - Memorializing Reimbursement - Award of FY2017 Scholarship for MMC – Nikima Muller, Township of Mount Holly/
 - 2) Resolution FY2017-31 – Approving Recipients for Scholarships Awards for FY2017
 - 3) Resolution FY2017-32 - Approving Contracts with Vocalist Rachael Luscombe and Piano Accompanist and Dr. Allison Franzetti for the President's/Exhibitor's Reception on April 25, 2017
 - 4) Resolution FY2017-33 - Memorializing Resolution of Approval to Dispose of Laptop Computer
5. New Business
 - A. Laura Flagg – Report on Activities with the Education Committee
 - B. PROPOSED update to the MCANJ 2016/2017 Policy Manual regarding eligibility for the Clerk of the Year Award – Keith Kazmark
 - C. Exploration of Expanded Codification Services for the Desk Reference – Joel Popkin
6. Reports
 - A. Executive Director
 - B. Attorney
 - C. Secretary
 - D. Treasurer – Membership Report, Budget Report, General Ledger, Conference Report
 - E. 2nd Vice President
 - F. 1st Vice President
 - G. Immediate Past President
 - H. President
7. Adjournment

The Municipal Clerks' Association of New Jersey
Executive Board Meeting Minutes
March 6, 2017
(Conference Call)

A meeting of the Municipal Clerks' Association of New Jersey Executive Board was held via conference call on March 3, 2017. The meeting was opened by President Szabo at 10:00 am.

The following members of the Executive Board were present:

President Denise Szabo
1st Vice President Dina Zawadski
2nd Vice President Kevin Galland
Treasurer, Diane Pflugfelder
Secretary, Eileen Gore
Immediate Past President Keith Kazmark

Also present:

Executive Director, Joel Popkin
Laura Flagg, Rutgers University

Approval of Minutes

A motion was made by Keith Kazmark and seconded by Kevin Galland, to approve the minutes of the Executive Board Meeting Minutes of October 14, 2016 as amended; unanimously approved.

Unfinished Business (Memorializing Resolutions)

- Resolution FY2017-22 Memorializing Resolution of Approval - Custom Programming with Cit-e-Net, LLC Applications & Services for Development of Programmed Web Registrations Forms for Exhibitors & Sponsors for the FY2017 Education Conference
- Resolution FY2017-24 - Memorializing Award of FY2016 Scholarships for RMC – Denise Kohan, Borough of Hillside
- Resolution FY2017-25 - Memorializing Award of FY2016 Scholarships for RMC - Marie Quinones, Borough of Bergenfield
- Resolution FY2017-26 - Memorializing a Donation to Caring Bridge in Honor of MCANJ Attorney Steven Goodell, Esq.
- Resolution FY2017-27 – Memorializing the Endorsing Changes to the Municipal Clerks Record Retention Schedule M200000-009 as Proposed by NJ DORES
- Resolution FY2017-28 – Memorializing the Contract Award to Concept Print for the Design and Purchase of the NJ State Pin for the IIMC Conference

A motion was made by Ms. Pflugfelder and seconded by Ms. Zawadski to adopt the above resolutions in consent; unanimously approved.

Laura Flagg, Rutgers Continuing Studies provided state exam information from the October 5, 2016 results as follows:

Total Examinees	41
Pass	24
Fail	17
Pass Rate	59%
Repeats	15 (9 passed; 6 failed)

She also provided an update on the Information and Records Management Chapter Revisions and provided the following steps to implement the new chapter in class:

- Transition online class to new learning management system
- Update online course to include ne content and activities

- Discuss flow of course material with instructors
- Identify new exam questions (for in-class and state exam)
- Additional conversations to discuss course hours required and the use of computer lab
- Goal to implement in class by fall 2017

Reports:

Executive Director

Mr. Popkin advised that Rutgers declined to conduct the legal review of the Study Guide/Desk Reference. It was felt that it would be an on-going process that could take 2 to 4 years to complete. It was questioned whether a professional review in its entirety would be necessary; a price quote would be needed in order to make a final determination on the matter. The matter would be placed on the next agenda for further discussion.

Mr. Popkin gave an update on the Legal Defense Fund for which there are currently 267 members. The yearly renewal currently generates \$5,000 for the fund and the current balance is \$136,000. Since the balance is rather high for a non-profit organization, he suggested that either more money is spent (possibly lunch meeting seminar for the members) or that less money is taken in for new members. There have been only 3 inquiries in recent months which did not result in any further action. It was determined that Mr. Popkin would speak with Mr. Weinstein for a written opinion on the health of the fund and if in agreement, a question and answer session would be arranged for the membership.

He discussed the NJ Delegation at the IIMC Conference to be held in Canada in May. It was determined that he would make dinner arrangements for the delegates and that each would contribute money towards it.

Lastly, he advised that he and Dina would currently working on a couple of proposals relative to the 2018 conference. More details would be provided at a future date.

Secretary

Ms. Gore gave an update on the cost of a bus charter service for the NJ delegates attending the IIMC Conference. It was determined that due to many factors involved, it would not be undertaken.

Attorney

Mr. Hebert provided an article relative to the rise of short-term overnight rentals and the impact on municipalities. While the short-term rental business industry is still in a state of improvement and development, there may be repercussions for towns that choose to step in and regulate, or chooses to opt out and avoid regulation.

Treasurer

Ms. Pflugfelder reported that as of February 28, 2017 there were 725 members, including 50 Honorary Memberships (non-paying retirees), have registered their membership with the Association. The Budget, General Ledger and Conference Reports made part of the minutes.

MCANJ Membership Summary	
Full – Municipal Clerk	461
Affiliate – All Others	29
Honorary Members (Retired)	50
Full – Clerk of Freeholder Brd.	1
Associate – Assistant Municipal Clerk	26
Associate – Deputy Municipal Clerk	185
Full – Acting Municipal Clerk	18
Associate – Deputy County Clerk	4
Full – County Clerk	<u>1</u>
Grand Total	775

2nd Vice President

Mr. Galland advised that currently there were 173 registrants (inclusive of 33 paid & 9 scholarship winners) for the upcoming conference. After discussion, it was determined that the 1st alternate's (free scholarship & need based) should be contacted.

1st Vice President

Ms. Zawadski advised the pins for the IIMC Conference were received. It was determined that Ms. Pflugfelder would be responsible for the distribution of the pins. She advised that the final plans for the presentation of Clerk of the Year were completed along with the finalization of the scanners and conveners for the conference.

Immediate Past President

Mr. Kazmark proposed changes to update the MCANJ Policy Manual regarding eligibility for the Clerk of the Year Award. After discussion, the following language was agreed upon:

The Municipal Clerk of the Year Award shall be awarded by the MCANJ Executive Board to an individual who has made significant contributions to the association.

Nominations for the Municipal Clerk of the Year Award will be accepted from Executive Board members as well as from the general membership. Nominations must be made in writing on the prescribed form.

- Nominees must be active members of the MCANJ, currently employed as Municipal Clerks and tenured in their positions. (*Active member is defined as one who is registered and paid their dues within four months of the new fiscal year, or no later than October 31*); or a registered honorary member of MCANJ, within the first 12 months of retirement.
- Current members of the Executive Board and former recipients of the award are not eligible.
- Qualifications must include activities within MCANJ and may include contributions to the profession, as well as related community and volunteer work.

President

Ms. Szabo advised that she was pleased with the online components for the exhibitors and sponsors for the upcoming Annual Conference. There were 9 applications for the style makeover received (7 women/2men) and that there were 10 commitments received for silent auction items. The newly created Need-Based Scholarship was very popular with 23 applications being received for 5 awards.

She also provided an update on legislation and recent decisions as follows:

- S1046 (OPRA) & S-1045 (OPMA) – no further movement since December, however it was felt there was still concerns with the proposed legislation.
- A-4532 (OPRA) to eliminate personal information from being distributed through an OPRA request which was brought forth by Assemblyman DeAngelo; a letter of support was provided to the sponsor.
- A-4429 (Prietro/Bramnick) & S-2855 (Whelan/Doherty) "Electronic Publication of Legal Notices Act" permit publication of legal notices by government agencies and persons on official government notice websites instead of newspapers. While these bills were pulled from the agenda in late December, both the Governor and speaker indicated the initiative remains a priority that may be revisited in 2017.
- Appellate Division – Kean Federation of Teachers v. Morell, Kean University's Board of Trustees
 - 1) Adopt a meeting schedule that will enable them to make its meeting minutes "promptly available" under NJSA 10:4014

- 2) The court held that “a public body is required to send out a Rice notice any time it has placed on its agenda any matters “involving the employment, terms and conditions of employment, evaluation of the performance of, promotion, or disciplining of any specific prospective public officer or employee or employee or current public officer or employee employed or appointed by the public body.

Lastly, the Governor signed into law PL. 2017. c 26 which preempts municipal regulation of some taxi services such as Uber and Lyft. This new law exempts ride for hire services from local regulation.

There being no further business, a motion was made by Ms. Pflugfelder to adjourn; carried. Meeting was adjourned at 11:10 a.m.

Eileen Gore, RMC/MMC
Secretary MCANJ
Minutes Approved _____

RESOLUTION FY2017-30

MEMORIALIZING AWARD OF FY2017 SCHOLARSHIP FOR MMC – NIKIMA MULLER, TOWNSHIP OF MOUNT HOLLY

WHEREAS, the purpose of the Municipal Clerks’ Association of NJ (MCANJ) is to promote education and training for municipal clerks; advance a better understanding of the official obligations of our members; and as far as possible set-up uniform methods of procedures in NJ Municipalities; and

WHEREAS, in furtherance of its purpose, MCANJ annual awards scholarships to deserving members for courses required for certification and recertification as Registered Municipal Clerks (RMC), Certified Municipal Clerks (CMC) and Master Municipal Clerks (MMC); and for attendance at the Annual MCANJ Education Conference; and,

WHEREAS, the Scholarship Committee has recommended award of Scholarships to the following individual who has provided documentation of successful completion of course;

Scholarship Winner:	Nikima Muller
Employer:	Mount Holly Township
Amount of Reimbursement Authorized:	\$295.00
Reimbursement Paid to:	Township of Mount Holly

BE IT RESOLVED, by the Executive Board of MCANJ that we do hereby authorize payments of scholarship as noted above.

Agenda and Date Voted: 03/06/2017

RESOLUTION FY2017-31

APPROVING RECIPIENTS FOR SCHOLARSHIPS AWARDS FOR FY2017

WHEREAS, pursuant to Resolution FY2017-10 adopted by the Executive Board on 06/17/17 the number and type of Scholarships to be awarded for FY2017 were established; and

WHEREAS, the Scholarship Committee reviewed applications for these scholarships where appropriate; and

WHEREAS, on 01/25/17, the Scholarship Committee recommended award of the RMC, CMC, MMC and Need-Based Scholarships.

NOW THEREFORE BE IT RESOLVED, by the Executive Board of MCANJ that we do hereby confirm award of the following scholarships for FY2017.

<u>Scholarship Type</u>	<u>No. Awards</u>	<u>Recipients</u>
Registered Municipal Clerk Scholarships (RMC)	8	Ashley Wyatt - Hillside Denise Kohan - Hillsdale
Peter H. Maclearier Scholarship (CMC)	1	April Claudio - Belmar
Master Municipal Clerk Scholarship (MMC)	1	<i>No applications Received</i> Kathleen D Hoffman, Southampton
MCANJ Education Conference Scholarships	10	Cathy Drummond, Hampton Annamarie O'Connor, Edgewater Sandra Bohinski, Helmetta Michelle L DeRocco, Watchung Kathryn Circulli, Lakewood Teresa Ann Oswin, Newton Michele D Miller, Somerdale Laurie E Gompf, Hopewell <u>Alternates</u> Julie Martin, Eatontown Carla Conner, Clinton Valerie Tornick-Heilweil, Keyport Jaime L Evelina (only phone number provided)
MCANJ Education Conference Need-Based Scholarships	5	Marilynn Bojanowski, Fairlawn Cordelia Staton, Trenton Daneen Fuss, Harrison Jean Hitchner, Millville Mary Beth Zichelli, Mendham

Agenda and Date Voted: 03/06/2017

RESOLUTION FY2017-32

APPROVAL OF CONTRACTS WITH VOCALIST RACHAEL LUSCOMBE AND PIANO ACCOMPANIST DR. ALLISON FRANZETTI, TO PERFORM AT THE PRESIDENT’S/EXHIBITOR’S RECEPTION ON APRIL 25, 2017 AT THE FY2017 ANNUAL EDUCATION CONFERENCE

WHEREAS, MCANJ annual holds an Education Conference for the benefit of the general membership; and

WHEREAS, a President’s/Exhibitor’s Reception is planned for April 25, 2017 from approximately 5 PM to 7 PM; and

WHEREAS, entertainment is contracted for this event; and

WHEREAS, President Szabo is recommending that the MCANJ Executive Board authorize contracts with Vocalist Rachael Luscombe and Piano Accompanist Dr. Allison Franzetti, to perform at the President's/Exhibitor's Reception.

NOW THEREFORE BE IT RESOLVED, by the Executive Board of MCANJ that we do hereby approve the recommendation of President Szabo; said contracts on file with the secretary.

Agenda and Date Voted: 03/06/2017

RESOLUTION FY2017-33

MEMORIALIZING RESOLUTION OF APPROVAL TO DISPOSE OF LAPTOP COMPUTER

WHEREAS, MCANJ purchased a laptop computer which is now out-of-date and has been replaced with a newer up-to-date model; and

WHEREAS, the original laptop computer no longer has any value.

NOW THEREFORE BE IT RESOLVED, by the MCANJ Executive Board, that we do hereby memorialize the action taken at our 1/20/17 meeting to dispose of the out-dated laptop computer.

Agenda and Date Voted: 03/06/2017

MCANJ
Budget vs. Actual FY 2017
July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Investment Income			
Interest Income			
Interest Inc-Legal Defense Fund	383.80	500.00	-116.20
Interest Income-Operating Fund	647.86	600.00	47.86
Total Interest Income	<u>1,031.66</u>	<u>1,100.00</u>	<u>-68.34</u>
Total Investment Income	1,031.66	1,100.00	-68.34
Other Types of Income			
Fundraising/Special Events	0.00	3,200.00	-3,200.00
Miscellaneous Revenue	334.35	0.00	334.35
Raffle Proceeds	0.00	300.00	-300.00
Scholarship Grant Revenues	0.00	4,500.00	-4,500.00
Total Other Types of Income	<u>334.35</u>	<u>8,000.00</u>	<u>-7,665.65</u>
Program Income			
Conference Fees Revenue			
Annual Conference 2017 Revenue	24,480.00	92,000.00	-67,520.00
Total Conference Fees Revenue	<u>31,015.00</u>	<u>92,000.00</u>	<u>-60,985.00</u>
Membership Dues Revenue			
Membership Dues-Legal Defense	8,025.00	7,500.00	525.00
Membership Dues-Operating Fund	61,775.00	65,000.00	-3,225.00
Total Membership Dues Revenue	<u>70,075.00</u>	<u>72,500.00</u>	<u>-2,425.00</u>
Mini Conferences/Webinars	0.00	500.00	-500.00
Newsletter Ad Revenue	<u>1,050.00</u>	<u>2,000.00</u>	<u>-950.00</u>
Total Program Income	<u>102,140.00</u>	<u>167,000.00</u>	<u>-64,860.00</u>
Total Income	<u>103,506.01</u>	<u>176,100.00</u>	<u>-72,593.99</u>
Gross Profit	103,506.01	176,100.00	-72,593.99

	<u>Jul '16 - Jun 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Expense			
Compensation Expenses			
Officer Reimbursements	0.00	4,000.00	-4,000.00
Stipend - Manual Review	0.00	1,000.00	-1,000.00
Stipend - Quill Editor	0.00	2,500.00	-2,500.00
Stipend - Webmaster	0.00	1,200.00	-1,200.00
Total Compensation Expenses	0.00	8,700.00	-8,700.00
Contract Services			
Consultant Desk Ref Retainer	3,500.00	5,000.00	-1,500.00
CPA Retainer	2,250.00	2,700.00	-450.00
CPA Retainer LDF	0.00	300.00	-300.00
Executive Director Expenses	1,016.54	3,300.00	-2,283.46
Executive Director Expenses LDF	0.00	300.00	-300.00
Executive Director Retainer	12,150.00	24,300.00	-12,150.00
Executive Director Retainer LDF	500.00	2,000.00	-1,500.00
Legal Counsel Retainer	3,300.00	6,600.00	-3,300.00
Legal Counsel Retainer LDF	700.00	1,400.00	-700.00
Total Contract Services	23,416.54	45,900.00	-22,483.46
Operations			
Advisory/Exec. Board Meetings	1,276.30	2,500.00	-1,223.70
Charities Registration Fee	80.00	100.00	-40.00
Information Technology	285.89	2,250.00	-1,964.11
Information Technology LDF	0.00	250.00	-250.00
Office Supplies	45.85	1,450.00	-1,404.15
Office Supplies LDF	56.55	100.00	-43.45
Postage and Delivery	160.19	400.00	-239.81
Postage and Delivery LDF	0.00	50.00	-50.00
Printing and Reproduction	0.00	200.00	-200.00
Storage	1,068.00	1,000.00	68.00
Subscriptions/Registrations	700.00	1,200.00	-500.00
Total Operations	3,746.23	9,500.00	-5,753.77
	<u>Jul '16 - Jun 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Types of Expenses			
Fundraising/Special Events	106.80	3,100.00	-2,993.20
IIMC - President's Expenses	4,831.17	5,000.00	-168.83
IIMC - Region II 2017 Expense	2,944.38	1,750.00	1,194.38
Insurance, Bonds and D & O	1,107.00	3,000.00	-1,893.00
Raffle Expenses	0.00	300.00	-300.00
Retirement Pins/Plaques	925.77	3,400.00	-2,474.23
RMC Pins	512.10	1,750.00	-1,237.90
Scholarships Expense	3,000.00	6,500.00	-3,500.00
Total Other Types of Expenses	13,434.22	24,800.00	-11,365.78
Program Expenses			
Conferences Expense			
Annual Conference 2017 Expenses	12,221.98	92,000.00	-79,778.02
Annual Conference 2018 Expense	0.00	1,000.00	-1,000.00
Other Conferences Expense	0.00	500.00	-500.00
Total Conferences Expense	12,696.52	93,500.00	-80,803.48
Contingency Expense	127.50	750.00	-622.50
Legal Defense Claims	0.00	7,500.00	-7,500.00
Mini Conferece/Webinars	0.00	500.00	-500.00
Newsletter Expenses			
Quill Printing & Postage	7,087.11	10,000.00	-2,912.89
Total Newsletter Expenses	7,187.11	10,000.00	-2,812.89
NJLM Expenses	3,171.34	3,280.00	-108.66
Spotlight Awards	100.00	200.00	-100.00
Total Program Expenses	23,282.47	115,730.00	-92,447.53
Total Expense	63,879.46	204,630.00	-140,750.54
Net Ordinary Income	39,626.55	-28,530.00	68,156.55
Other Income/Expense			
Other Income	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00
Net Income	39,626.55	-28,530.00	68,156.55

MCANJ
General Ledger - EB Report
As of February 28, 2017

Type	Date	Num	Name	Memo	Split	Amount	Balance
Cash - Raffle Account							2,510.00
Total Cash - Raffle Account							2,510.00
CD-Legal Defense Fund (#8439)							46,724.35
Deposit	02/28/2017			Deposit	Interest Inc-Legal Defense Fund	21.51	46,745.86
Total CD-Legal Defense Fund (#8439)						21.51	46,745.86
CD-Operating Fund (#5027)							107,485.06
Total CD-Operating Fund (#5027)							107,485.06
CD #2-Legal Defense Fd (#7427)							41,698.61
Deposit	02/28/2017			Deposit	Interest Inc-Legal Defense Fund	19.20	41,717.81
Total CD #2-Legal Defense Fd (#7427)						19.20	41,717.81
Checking - Legal Defense Acct							48,050.99
Deposit	02/14/2017			Deposit	Membership Dues-Legal Defense	150.00	48,230.99
Deposit	02/28/2017			Deposit	Interest Inc-Legal Defense Fund	3.69	48,234.68
Total Checking - Legal Defense Acct						153.69	48,234.68
Checking - Operating Account							57,326.22
Check	02/02/2017		Capital One		-SPLIT-	-168.11	57,158.11
Deposit	02/10/2017				Membership Dues-Operating Fund	100.00	57,258.11
Deposit	02/10/2017				-SPLIT-	3,450.00	60,708.11
Check	02/13/2017	995368	Franklin Township	Raffle License - 50/50	Fundraising/Special Events	-20.00	60,688.11
Check	02/13/2017	995366	Franklin Township	Tricky Tray License	Fundraising/Special Events	-80.00	60,608.11
Check	02/15/2017	995371	Bradshaw Awards Inc.	Clerk of Year and Friend of MC Awards, Inv. 17213	Retirement Pins/Plaques	-410.15	60,197.96
Check	02/15/2017	995361	Bradshaw Awards Inc.	Awards for Annual Mlg., Inv. 17213	Retirement Pins/Plaques	-416.42	59,781.54
Deposit	02/24/2017			Registrations	Registration Fees	1,180.00	60,961.54
Deposit	02/27/2017				-SPLIT-	2,400.00	63,361.54
Deposit	02/27/2017				-SPLIT-	4,850.00	68,211.54
Deposit	02/28/2017				Interest Income-Operating Fund	2.27	68,213.81
Total Checking - Operating Account						10,887.59	68,213.81
Checking - Scholarship Account							13,688.51
Total Checking - Scholarship Account							13,688.51
Fund Balance-Scholarship Fund							-12,142.50
Total Fund Balance-Scholarship Fund							-12,142.50
Fund Balance - Unrestricted							-154,897.38
Total Fund Balance - Unrestricted							-154,897.38
Legal Defense Fund - Restricted							-120,256.10
Total Legal Defense Fund - Restricted							-120,256.10
Raffle Account - Restricted							-1,673.20
Total Raffle Account - Restricted							-1,673.20

MCANJ
General Ledger - EB Report
As of February 28, 2017

Type	Date	Num	Name	Memo	Split	Amount	Balance
Investment Income							-984.99
Interest Income							-984.99
Interest Inc-Legal Defense Fund							-339.40
Deposit	02/28/2017			Deposit	CD #2-Legal Defense Fd (#7427)	-19.20	-358.60
Deposit	02/28/2017			Deposit	CD-Legal Defense Fund (#8439)	-21.51	-380.11
Deposit	02/28/2017			Deposit	Checking - Legal Defense Acct	-3.69	-383.80
Total Interest Inc-Legal Defense Fund						-44.40	-383.80
Interest Income-Operating Fund							-645.59
Deposit	02/28/2017				Checking - Operating Account	-2.27	-647.86
Total Interest Income-Operating Fund						-2.27	-647.86
Total Interest Income						-46.67	-1,031.66
Total Investment Income						-46.67	-1,031.66
Other Types of Income							-334.35
Miscellaneous Revenue							-334.35
Total Miscellaneous Revenue							-334.35
Total Other Types of Income							-334.35
Program Income							-90,010.00
Conference Fees Revenue							-22,435.00
Annual Conference 2016 Revenue							-6,535.00
Registration Fees							-635.00
Total Registration Fees							-635.00
Sponsors							-6,000.00
Total Sponsors							-6,000.00
Total Annual Conference 2016 Revenue							-6,535.00
Annual Conference 2017 Revenue							-15,900.00
Registration Fees							0.00
Deposit	02/24/2017			Registrations	Checking - Operating Account	-1,180.00	-1,180.00
Total Registration Fees						-1,180.00	-1,180.00
Sponsors							-8,700.00
Deposit	02/10/2017			DiFrancesco, Baleman, et. al	Checking - Operating Account	-250.00	-8,950.00
Deposit	02/10/2017			Deptford Skaing & Fun Center	Checking - Operating Account	-100.00	-9,050.00
Deposit	02/10/2017			CME Associates	Checking - Operating Account	-400.00	-9,450.00
Deposit	02/10/2017			MGL Printing	Checking - Operating Account	-100.00	-9,550.00
Deposit	02/10/2017			Boswell Engineering	Checking - Operating Account	-250.00	-9,800.00
Deposit	02/10/2017			Adelphia Restaurant	Checking - Operating Account	-100.00	-9,900.00
Deposit	02/10/2017			Wayne P. DeAngelo	Checking - Operating Account	-100.00	-10,000.00
Deposit	02/10/2017			Parker McCoy	Checking - Operating Account	-250.00	-10,250.00
Deposit	02/10/2017			21st Dis Legislators	Checking - Operating Account	-100.00	-10,350.00
Deposit	02/10/2017			Nisivocca LLP	Checking - Operating Account	-500.00	-10,850.00
Deposit	02/27/2017			Harvey Johnson	Checking - Operating Account	-100.00	-10,950.00
Deposit	02/27/2017			Gloucester County Clerks	Checking - Operating Account	-100.00	-11,050.00
Deposit	02/27/2017			Wientz	Checking - Operating Account	-500.00	-11,550.00
Deposit	02/27/2017			North American Insurance	Checking - Operating Account	-100.00	-11,650.00

3:11 PM
03/01/17
Accrual Basis

MCANJ
General Ledger - EB Report
As of February 28, 2017

Type	Date	Num	Name	Memo	Split	Amount	Balance
Deposit	02/27/2017			Leon Avakian	Checking - Operating Account	-250.00	-11,900.00
Deposit	02/27/2017			Office Business Systems	Checking - Operating Account	-600.00	-12,500.00
Total Sponsors						-3,800.00	-12,500.00
Vendors							-7,200.00
Deposit	02/10/2017			Gramco	Checking - Operating Account	-600.00	-7,800.00
Deposit	02/10/2017			Dental Services Org	Checking - Operating Account	-600.00	-8,400.00
Deposit	02/27/2017			Aton Computing	Checking - Operating Account	-600.00	-9,000.00
Deposit	02/27/2017			Access NJ	Checking - Operating Account	-600.00	-9,600.00
Deposit	02/27/2017			Bizodo	Checking - Operating Account	-600.00	-10,200.00
Deposit	02/27/2017			Virtual Towns	Checking - Operating Account	-600.00	-10,800.00
Total Vendors						-3,600.00	-10,600.00
Total Annual Conference 2017 Revenue						-8,580.00	-24,480.00
Total Conference Fees Revenue						-8,580.00	-31,015.00
Membership Dues Revenue							-66,525.00
Deposit	02/14/2017		Deposit		Checking - Legal Defense Acct	-150.00	-7,875.00
Total Membership Dues-Legal Defense						-150.00	-8,025.00
Membership Dues-Operating Fund							-58,375.00
Deposit	02/10/2017				Checking - Operating Account	-100.00	-58,475.00
Deposit	02/10/2017				Checking - Operating Account	-100.00	-58,575.00
Deposit	02/27/2017				Checking - Operating Account	-1,750.00	-60,325.00
Deposit	02/27/2017				Checking - Operating Account	-1,450.00	-61,775.00
Total Membership Dues-Operating Fund						-3,400.00	-61,775.00
Membership Dues Revenue - Other							-275.00
Total Membership Dues Revenue - Other							-275.00
Total Membership Dues Revenue						-3,550.00	-70,075.00
Newsletter Ad Revenue							-1,050.00
Total Newsletter Ad Revenue							-1,050.00
Total Program Income						-12,130.00	-102,140.00
Contract Services							23,416.54
Consultant Desk Ref Retainer							3,500.00
Total Consultant Desk Ref Retainer							3,500.00
CPA Retainer							2,250.00
Total CPA Retainer							2,250.00
Executive Director Expenses							1,016.54
Total Executive Director Expenses							1,016.54
Executive Director Retainer							12,150.00
Total Executive Director Retainer							12,150.00
Executive Director Retainer LDF							500.00
Total Executive Director Retainer LDF							500.00

Page 3

3:11 PM
03/01/17
Accrual Basis

MCANJ
General Ledger - EB Report
As of February 28, 2017

Type	Date	Num	Name	Memo	Split	Amount	Balance
Legal Counsel Retainer							3,300.00
Total Legal Counsel Retainer							3,300.00
Legal Counsel Retainer LDF							700.00
Total Legal Counsel Retainer LDF							700.00
Total Contract Services							23,416.54
Operations							3,578.12
Advisory/Exec. Board Meetings							1,127.79
Check	02/02/2017		Capital One	Denise - Stop & Shop	Checking - Operating Account	5.18	1,132.97
Check	02/02/2017		Capital One	Denise - Bernards Cafe	Checking - Operating Account	92.75	1,225.72
Check	02/02/2017		Capital One	Denise - Dunkin Donuts	Checking - Operating Account	50.58	1,276.30
Total Advisory/Exec. Board Meetings						148.51	1,276.30
Bank Charges							93.45
Total Bank Charges							93.45
Charities Registration Fee							60.00
Total Charities Registration Fee							60.00
Information Technology							285.89
Office Supplies							45.85
Office Supplies LDF							56.55
Total Office Supplies LDF							56.55
Check	02/02/2017		Capital One	Dina	Checking - Operating Account	19.60	140.59
Total Postage and Delivery						19.60	160.19
Storage							1,068.00
Total Storage							1,068.00
Subscriptions/Registrations							700.00
Total Subscriptions/Registrations							700.00
Total Operations						168.11	3,746.23
Other Types of Expenses							12,507.65
Fundraising/Special Events							6.80
Check	02/13/2017	995368	Franklin Township	Raffle License - 50/50	Checking - Operating Account	20.00	26.80
Check	02/13/2017	995366	Franklin Township	Tricky Tray License	Checking - Operating Account	80.00	106.80
Total Fundraising/Special Events						100.00	106.80
IIMC - President's Expenses							4,831.17
Total IIMC - President's Expenses							4,831.17
IIMC - Region II 2017 Expense							2,944.38
Total IIMC - Region II 2017 Expense							2,944.38
Insurance, Bonds and D & O							1,107.00
Total Insurance, Bonds and D & O							1,107.00

Page 4

MCANJ
General Ledger - EB Report
As of February 28, 2017

Type	Date	Num	Name	Memo	Split	Amount	Balance
Miscellaneous Expenses							7.00
Total Miscellaneous Expenses							7.00
Retirement Pins/Plaques							99.20
Check	02/15/2017	995371	Bradshaw Awards Inc.	Clerk of Year and Friend of MC Awards, Inv. 17213	Checking - Operating Account	410.15	599.35
Check	02/15/2017	995361	Bradshaw Awards Inc.	Awards for Annual Mtg., Inv. 17213	Checking - Operating Account	416.42	925.77
Total Retirement Pins/Plaques						826.57	925.77
RMC Pins							512.10
Total RMC Pins							512.10
Scholarships Expense							3,000.00
Total Scholarships Expense							3,000.00
Total Other Types of Expenses						926.57	13,434.22
Program Expenses							23,282.47
Conferences Expense							12,696.52
Annual Conference 2016 Expenses							474.54
Total Annual Conference 2016 Expenses							474.54
Annual Conference 2017 Expenses							12,221.98
Entertainment/Speakers							200.00
Total Entertainment/Speakers							200.00
Facility Expenses							12,000.00
Total Facility Expenses							12,000.00
Give Aways/Conference Bags							21.98
Total Give Aways/Conference Bags							21.98
Total Annual Conference 2017 Expenses							12,221.98
Total Conferences Expense							12,696.52
Contingency Expense							127.50
Total Contingency Expense							127.50
Newsletter Expenses							7,187.11
Quill Printing & Postage							7,087.11
Total Quill Printing & Postage							7,087.11
Newsletter Expenses - Other							100.00
Total Newsletter Expenses - Other							100.00
Total Newsletter Expenses							7,187.11
NJLM Expenses							3,171.34
Booth Expenses							1,559.25
Total Booth Expenses							1,559.25
Give Aways Expense							482.08
Total Give Aways Expense							482.08
Gratus Rooms							1,067.00
Total Gratus Rooms							1,067.00

MCANJ
General Ledger - EB Report
As of February 28, 2017

Type	Date	Num	Name	Memo	Split	Amount	Balance
Hospitality							48.01
Total Hospitality							48.01
Miscellaneous Expenses							15.00
Total Miscellaneous Expenses							15.00
Total NJLM Expenses							3,171.34
Spotlight Awards							100.00
Total Spotlight Awards							100.00
Total Program Expenses							23,282.47
TOTAL						0.00	0.00

MCANJ
FY2017 Conference Report
July 2016 through June 2017

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Income								
Program Income								
Conference Fees Revenue								
Annual Conference 2017 Revenue								
Registration Fees								
Deposit	02/24/2017			Registrations		Checking - Operating Account	1,180.00	1,180.00
Total Registration Fees							1,180.00	1,180.00
Sponsors								
Deposit	12/16/2016		PNC BANK	PNC Bank		Checking - Operating Account	3,000.00	3,000.00
Deposit	01/20/2017			James P. Nolan		Checking - Operating Account	500.00	3,500.00
Deposit	01/20/2017			BDG Hotels Inc.		Checking - Operating Account	250.00	3,750.00
Deposit	01/20/2017			Rubenstein, Meyerson, et. al		Checking - Operating Account	500.00	4,250.00
Deposit	01/20/2017			ClerkBase		Checking - Operating Account	600.00	4,850.00
Deposit	01/30/2017			RBRLR LLC		Checking - Operating Account	100.00	4,950.00
Deposit	01/30/2017			Mayor McCormac - Woodbridge		Checking - Operating Account	100.00	5,050.00
Deposit	01/30/2017			Bayshore Recycling		Checking - Operating Account	1,000.00	6,050.00
Deposit	01/30/2017			Christina Wilder		Checking - Operating Account	100.00	6,150.00
Deposit	01/30/2017			Colonia Country Club		Checking - Operating Account	250.00	6,400.00
Deposit	01/30/2017			Educational Services Commission		Checking - Operating Account	1,000.00	7,400.00
Deposit	01/30/2017			Joel Popkin		Checking - Operating Account	100.00	7,500.00
Deposit	01/30/2017			Kofile		Checking - Operating Account	500.00	8,000.00
Deposit	01/30/2017			Lee's Auto Body		Checking - Operating Account	250.00	8,250.00
Deposit	01/30/2017			Lerch, Vinci & Higgins		Checking - Operating Account	250.00	8,500.00
Deposit	01/30/2017			Milzner & Milzner		Checking - Operating Account	100.00	8,600.00
Deposit	01/30/2017			Ventura, Miesowitz, Keough & Warner		Checking - Operating Account	100.00	8,700.00
Deposit	02/10/2017			DiFrancesco, Bateman, et. al		Checking - Operating Account	250.00	8,950.00
Deposit	02/10/2017			Deptford Skiing & Fun Center		Checking - Operating Account	100.00	9,050.00
Deposit	02/10/2017			CME Associates		Checking - Operating Account	400.00	9,450.00
Deposit	02/10/2017			MGL Printing		Checking - Operating Account	100.00	9,550.00
Deposit	02/10/2017			Boswell Engineering		Checking - Operating Account	250.00	9,800.00
Deposit	02/10/2017			Adelphia Restaurant		Checking - Operating Account	100.00	9,900.00
Deposit	02/10/2017			Wayne P. DeAngelo		Checking - Operating Account	100.00	10,000.00
Deposit	02/10/2017			Parker McCay		Checking - Operating Account	250.00	10,250.00
Deposit	02/10/2017			21st Dis Legislators		Checking - Operating Account	100.00	10,350.00
Deposit	02/10/2017			Nisvochia LLP		Checking - Operating Account	500.00	10,850.00
Deposit	02/27/2017			Harvey Johnson		Checking - Operating Account	100.00	10,950.00
Deposit	02/27/2017			Gloucester County Clerks		Checking - Operating Account	100.00	11,050.00
Deposit	02/27/2017			Wilentz		Checking - Operating Account	500.00	11,550.00
Deposit	02/27/2017			North American Insurance		Checking - Operating Account	100.00	11,650.00
Deposit	02/27/2017			Leon Awakian		Checking - Operating Account	250.00	11,900.00
Deposit	02/27/2017			Office Business Systems		Checking - Operating Account	600.00	12,500.00
Total Sponsors							12,500.00	12,500.00

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Vendors								
Deposit	01/12/2017			AccuScan		Checking - Operating Account	1,200.00	1,200.00
Deposit	01/12/2017			Municode/Municipal Code		Checking - Operating Account	1,200.00	2,400.00
Deposit	01/12/2017			AXA Equitable		Checking - Operating Account	1,200.00	3,600.00
Deposit	01/13/2017			MGL		Checking - Operating Account	600.00	4,200.00
Deposit	01/13/2017			NJ Mfg. Insurance		Checking - Operating Account	600.00	4,800.00
Deposit	01/13/2017			Kofis		Checking - Operating Account	600.00	5,400.00
Deposit	01/13/2017			Munidex		Checking - Operating Account	1,200.00	6,600.00
Deposit	01/13/2017			Sunrise Systems		Checking - Operating Account	600.00	7,200.00
Deposit	02/10/2017			Gramco		Checking - Operating Account	600.00	7,800.00
Deposit	02/10/2017			Dental Services Org		Checking - Operating Account	600.00	8,400.00
Deposit	02/27/2017			Aton Computing		Checking - Operating Account	600.00	9,000.00
Deposit	02/27/2017			Access NJ		Checking - Operating Account	600.00	9,600.00
Deposit	02/27/2017			Bizodo		Checking - Operating Account	600.00	10,200.00
Deposit	02/27/2017			Virtual Towns		Checking - Operating Account	600.00	10,800.00
Total Vendors							10,800.00	10,800.00
Total Annual Conference 2017 Revenue							24,480.00	24,480.00
Total Conference Fees Revenue							24,480.00	24,480.00
Total Program Income							24,480.00	24,480.00
Total Income							24,480.00	24,480.00
Gross Profit							24,480.00	24,480.00
Expense								
Program Expenses								
Conferences Expense								
Annual Conference 2017 Expenses								
Entertainment/Speakers								
Check	10/04/2016	995325	CER Image Consulting LLC	Keynote Speaker Deposit		Checking - Operating Account	100.00	100.00
Check	12/19/2016	995354	Hoi Polli Band	Downpayment 2017 Conference -En...		Checking - Operating Account	100.00	200.00
Total Entertainment/Speakers							200.00	200.00
Facility Expenses								
Check	10/12/2016		Capital One	Deposit for The Palace		Checking - Operating Account	12,000.00	12,000.00
Total Facility Expenses							12,000.00	12,000.00
Give Aways/Conference Bags								
Check	01/04/2017		Capital One	Banggood - Solar Power Charger Sa...		Checking - Operating Account	21.98	21.98
Total Give Aways/Conference Bags							21.98	21.98
Total Annual Conference 2017 Expenses							12,221.98	12,221.98
Total Conferences Expense							12,221.98	12,221.98
Total Program Expenses							12,221.98	12,221.98
Total Expense							12,221.98	12,221.98
Net Ordinary Income							12,258.02	12,258.02

Page 2

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Net Income							12,258.02	12,258.02

MCANJ, INC.
MEMBERSHIP SUMMARY
(REPORTED February 28, 2017)

County	Full - Municipal Clerk	Full - Acting Municipal Clerk	Full - County Clerk	Full - Clerk of Freeholder Board	Associat e - Deputy Municipal Clerk	Associat e - Assistan t Municipal Clerk	Associa te - Deputy County Clerk	Associate - Deputy Clerk of Freehold er Board	Honorary Membersh ip (Retired)	Affiliat e - All Others
No COUNTY	0	0	0	0	0	0	0	0	48	27
ATLANTIC	20	0	0	0	10	1	0	0	0	0
BERGEN	58	2	0	0	19	2	0	0	0	1
BURLINGTO N	35	2	0	0	16	0	0	0	0	0
CAMDEN	26	2	0	0	6	3	0	0	0	0
CAPE MAY	15	0	0	0	10	0	1	0	0	0
CUMBERLA ND	7	1	0	0	3	0	0	0	0	0
ESSEX	17	1	0	0	6	1	0	0	0	0
GLOUCESTE R	20	1	0	0	10	0	0	0	0	0
HUDSON	7	0	0	0	3	0	0	0	0	0
HUNTERDO	21	2	0	0	8	0	0	0	0	0

N										
MERCER	11	0	0	0	7	2	0	0	0	0
MIDDLESEX	24	0	0	0	9	6	1	0	0	0
MONMOUTH	46	1	0	0	25	3	0	0	0	0
MORRIS	36	0	0	0	12	1	0	0	0	0
OCEAN	26	2	0	0	14	3	0	0	1	0
PASSAIC	13	1	0	0	4	1	0	0	0	1
SALEM	10	1	0	0	2	0	0	0	0	0
SOMERSET	18	0	0	0	8	3	0	0	0	0
SUSSEX	17	0	0	0	3	0	0	0	0	0
UNION	17	0	1	1	8	0	2	0	1	0
WARREN	17	2	0	0	2	0	0	0	0	0

County	Total # of Municipalities	Total # of Municipalities Paid	% Paid
Atlantic	23	18	78%
Bergen	70	53	76%
Burlington	40	35	88%
Camden	37	23	62%
Cape May	16	15	94%
Cumberland	14	8	57%
Essex	22	16	73%
Gloucester	24	21	88%
Hudson	12	7	58%
Hunterdon	26	22	85%
Mercer	13	11	85%
Middlesex	25	22	88%
Monmouth	53	41	77%
Morris	39	34	87%
Ocean	33	26	79%
Passaic	16	12	75%
Salem	15	10	67%
Somerset	21	18	86%
Sussex	24	17	71%
Union	21	16	76%
Warren	22	18	82%