

Zones and NAAA Coming Together

DUTIES & RESPONSIBILITIES

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| 1. Maintain and reconcile operating, savings and investment accounts. | NAAA Staff |
| 2. Prepare and maintain cash disbursements and receipt schedules on all accounts. | NAAA Staff |
| 3. Provide purchasing services bidding & requisitions. | NAAA Staff |
| 4. Prepare vendor contract/contractor agreements/contracts. | NAAA Staff |
| 5 Perform accounts payable, receivable, and general ledger functions. | NAAA Staff |
| 6. Prepare internal financial statements. | NAAA Staff |
| 7. Prepare and report on annual operating budget (capital budget as applicable). | NAAA Staff |
| 8. Maintain physical accounting records per document retention policy. | NAAA Staff |
| 9. Establish and maintain applicable policies and procedures. | NAAA Staff |
| 10. Coordinate meetings and functions. | NAAA Staff |
| 11. Prepare agendas and minutes. | NAAA Staff |
| 12. Maintain membership database. ONE INVOICE | NAAA Staff |
| 13. Maintain, prepare, and report appropriate state sales and use taxes. | No longer necessary |
| 14. Prepare and file Federal and State income taxes. | No longer necessary |
| 15. Prepare annual IRS forms. | No longer necessary |
| 16. Conduct annual audit/review of financial statements. | No longer necessary |
| 17. Maintain financial and corporate documents for public inspection (per IRS guidelines). | No longer necessary |
| 18. Prepare/maintain/corporate documents. | No longer necessary |
| What Doesn't Change | |
| 1. NAAA assigns new members to a zone based on their boundaries. | No change to Zones |
| 2. Zones continue with Board of Directors elected by members of each Zone. | No change to Zones |
| 3. Zones continue to be represented on NAAA Board of Directors. | No change to Zones |
| 4. Zones continue to present nominees for president of NAAA. | No change to Zones |
| 5. Zones continue meeting at all NAAA functions. | No change to Zones |
| 6. Earn interest on accounts. | No change to Zones |
| Savings | |
| 1. Eliminate Accountant Fees. | Average savings per/zone \$2,000 year |
| 2. Consolidate Directors & Officers Liability Policy. | Average savings per/zone \$1,800 year |
| Merger | |
| 1. Merger with NAAA is seamless and maintains Zone identity. | No Tax Consequences to Merge |