

Start New Year 2009 for WinStabs

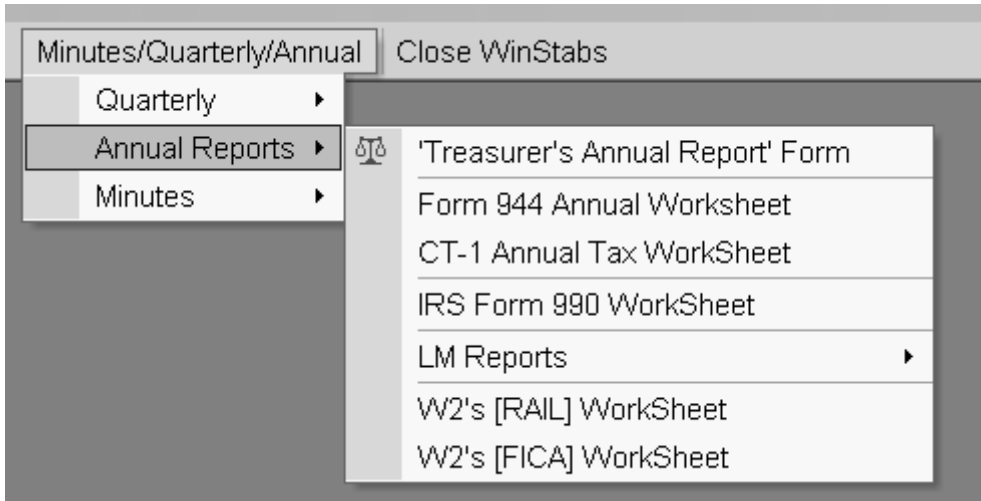
It's time to think about ending your 2008 records and remember how to start 2009. **Did you establish a cutoff date for disbursements, such as December 15th, when no new transactions would occur until January 2009?** Also refrain from making dues refunds in November and December until January 2009? This will give time for these checks to clear your Bank Account, as member tend to hold on to refund checks for a period of time before they cash them.

Finishing 2008

It is important to finish 2008 before starting 2009, and that includes balancing the checkbook against the Final Bank Statement. When your checkbook balances in WinStabs, print up the Treasurer's Annual Report. At the bottom of the Exam and Audit Page it must say **Treasurer's Report is in Balance** before you print it.

TAR				
Receipts	Disbursements	Investments	Exam & Audit	Local Committee Balances & Local Dues
CERTIFICATE OF EXAMINATION AND AUDIT				
CASH ON DEPOSIT	(ON DECEMBER 31ST)			\$5,146.34
	(FROM PAGE 4 -- NAME OF DEPOSITORY			
DEPOSIT IN TRANSIT	(NOT APPEARING ON BANK STATEMENT)			\$0.00
CASH AND CHECKS ON HAND FOR DEPOSIT				\$0.00
	TOTAL			\$5,146.34
LESS OUTSTANDING CHECKS				\$0.00
TOTAL CASH	(CHECKBOOK BALANCE)			\$5,146.34
(SHOULD AGREE TO TOTAL CASH MINUS DISBURSEMENTS -- PAGE 2)				
INVESTMENTS				\$0.00
TOTAL CASH AND INVESTMENTS				\$5,146.34
Treasurer's Report is in BALANCE				
				Print

Print two copies. Trustees and Treasurer must sign. Attach a copy of the Final Check Statement Balance from bank and copy of any Savings Account Statements.

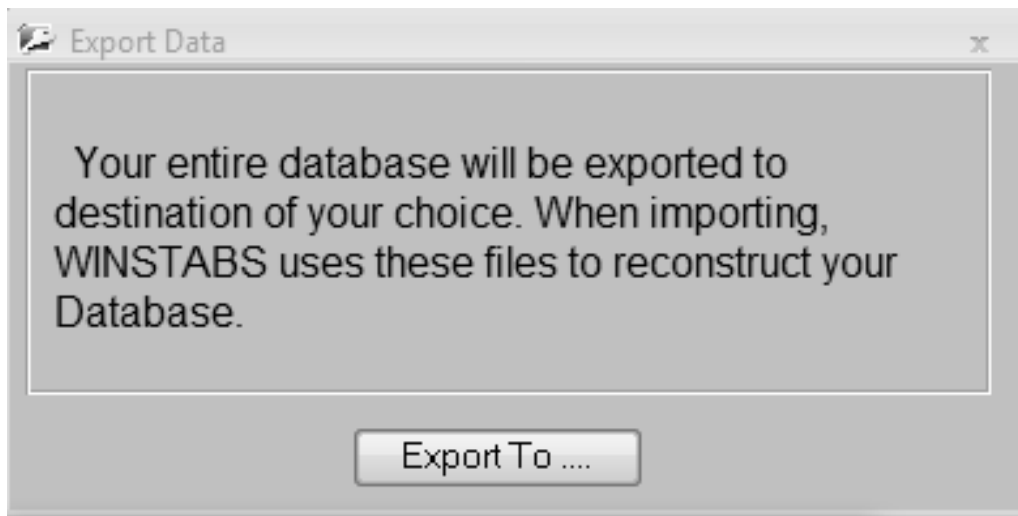


Print out all worksheets for 2008 that apply. CT-1 Worksheet, LM Worksheet, W-2 Worksheets. Form 990 and 944 worksheets, if required. **Remember Forms are official documents, and worksheets assist in filling out forms.**

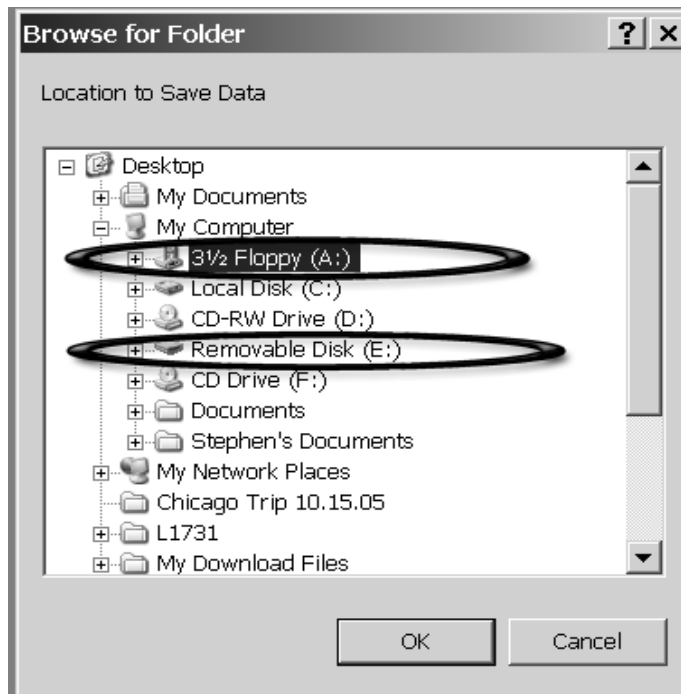
Print out all reports and ledgers for 2008. **You are required to have paper ledger records for 2008 as well as having data backup of your WinStabs.** Put the reports and ledgers in a 3 ring notebook for 2008.

Saving 2008 Data

A very important responsibility is to back up your WinStabs data. Back it up on Floppy Drive A or on USB Memory drives. Preferred Method is USB Memory Drive



Select the device to save to, be it A Drive, or another location.



It would be wise to make multiple copies of your data. You can burn the data to CD through Windows. **IMPORTANT – It is important to save your data through the WinStabs backup procedures. Data will be saved to a specified folder, and the data will be in easily convertible text. A USB Memory Stick or Drive is much preferable to a Floppy, which is the last choice. Your DATA is more valuable than the WinStabs Program and even your computer, screen and printer! Safe keep and guard this information.**

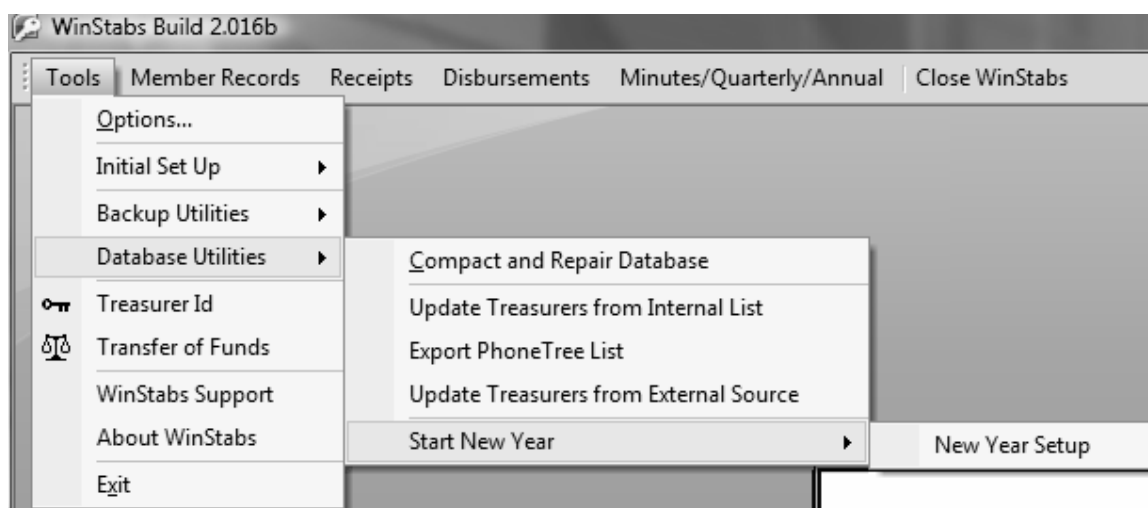
It is a MISTAKE to back the WinStabs2008.mdb file to a CD. It may NOT be possible to get data from it in the future. If you have any questions about this backup procedure, please call or email WinStabsSupport@utu.org.

Secretary/Treasurer Check List	
Treasurer's monthly report and remittance	20th of each month
Treasurer's annual report	January
LM-2 or LM-3 Annual Report - LMRDA	Within 90 days after December 31
Form 990 - Return of Organization Exempt from Income Tax	On or before May 15, 2009 (Form Submission is REQUIRED this year!!)
Form 941 - Employer's quarterly federal tax return	On or before the last of the month following the calendar year
Form OE1a - Payroll report for local unit	End of each quarter
Form CT1 - Employer's annual Railroad Retirement tax return	On or before the last day of the second month following close of year

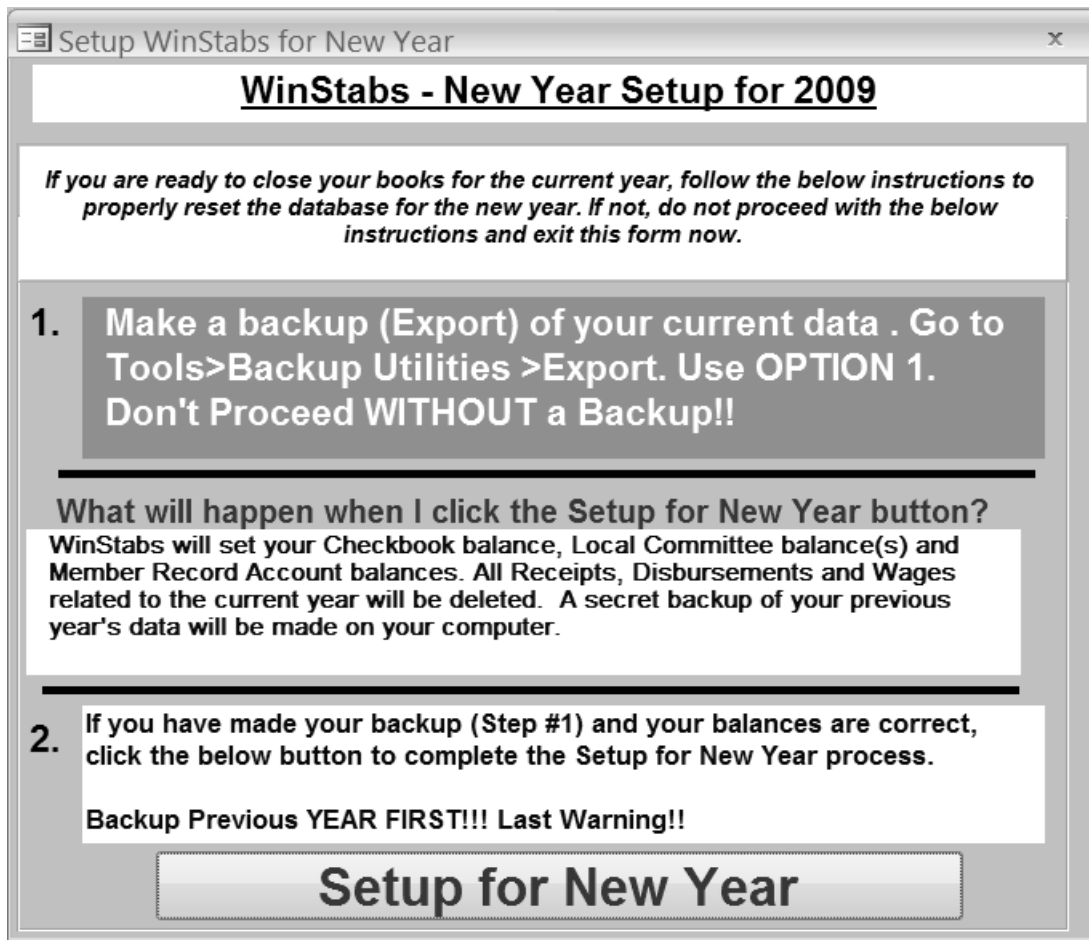
New Year Beginning

There is an updated version available on request for WinStabs in 2009. You can only get an updated version of WinStabs, with enhancements over the original 2008 version by emailing WinStabsSupport@utu.org. An updated manual is being prepared.

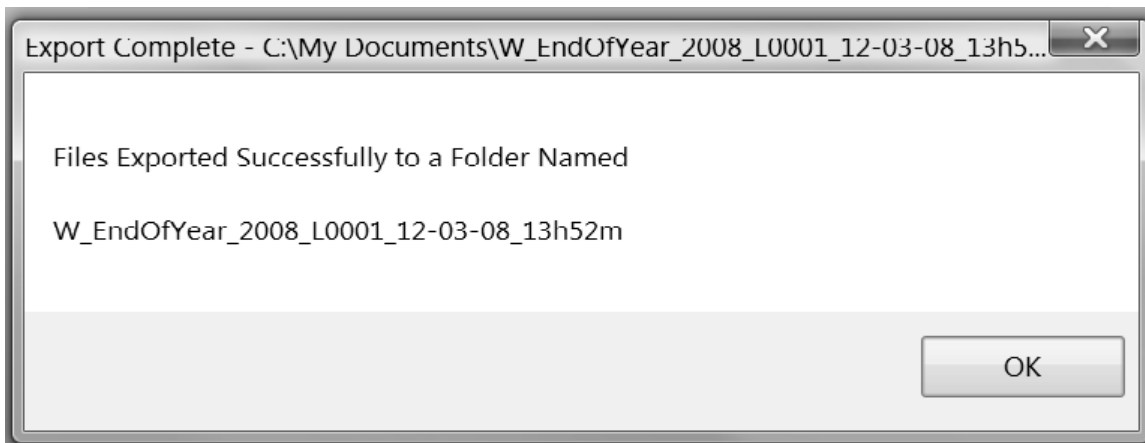
To Start 2009 with your existing program, remember first to backup 2008! Select the following – **Database Utilities > Convert & Start New Year > New Year Setup**



The following screen will appear. Simply click **Setup for New Year Button**.

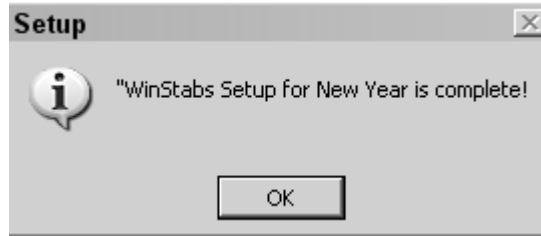


All ledgers sheets will be set to zero for 2009. And the screen will show –

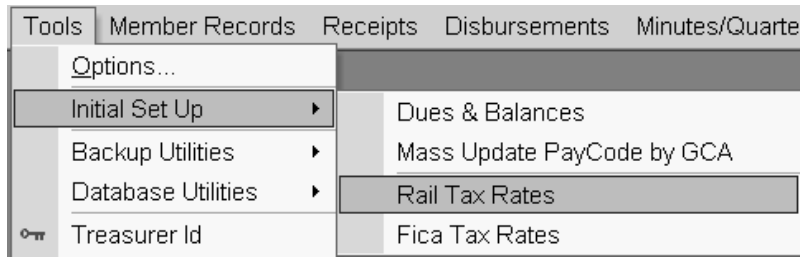


Click OK to finish. All ending balances from 2008 have been brought over as starting balances for 2009. Updated 2008 Versions makes another backup for

2008 before starting 2009. Member records ending balances have been brought in for 2009 as starting balances.



The last process will be to correct and place the new tax rates and maximums in WinStabs for 2009. At the Main Screen, **Select Tools > Initial Set up > Rail or FICA Tax Rates** (which applies) 2009 rates will come out in December 2008.



	Tax Rate	Tax Type	Maximum
Employee	0.062	Tier1	\$97,500.00
Employee	0.039	Tier2	\$72,600.00
Employee	0.0145	Medicare	\$999,999.00
Employee		EE Tax 1	\$7,000.00
Employee		EE Tax 2	\$7,000.00
Employer	0.062	Tier1	\$97,500.00
Employer	0.121	Tier2	\$72,600.00
Employer	0.0145	Medicare	\$999,999.00
Employer		ER Tax 1	\$0.00
Employer		ER Tax 2	\$0.00

The screen on Page 5 shows the updated RRTA rates and Maximums for 2008. Be sure to change your 2009 rates to those listed before making wage payments in 2009. 2009 Rates will be released in December 2009, from the UTU by LETTER.

After setting up the correct tax rates for 2009, then open the member records up, and update all Officers and Employees. Take out old officers and employees and set their wage field blank.

Rail or FICA in new employees WAGE field, as shown below, must be shown for new employees to show on your Wage fields and blank Wage entries for members who will not be paid in 2009. This is housekeeping time for your records. Note- In 2009, if anyone's Wage field is set to either FICA or RAIL during the year, you MUST keep that field set for the entire year, even if you will not pay them again during that year. Also, Keep the Local Officer or Other Local Title field set, even if they quit or removed during the year. Only reset these fields at the start of a new year. These are requirements to help you prepare you 2009 Year End Report Worksheets for LM and Form 990.

The screenshot shows a software window titled "Member Records for Local 0404". It has a menu bar with "Member", "Insurance/Dues", "Billing History", "Detailed Billing", and "Tools/Reports". Below the menu bar, there is a filter dropdown set to "ALL" and a "Showing All" button. The member's name "KEITH A BARTLETT" is displayed at the top right, along with "ID No. 002651077" and "SS No. 002 65 1077".

The main area contains a grid of fields for member information:

Last	BARTLETT	Union Status	<input type="checkbox"/> Active
First	KEITH MI A	Pay	CSX
SS No.	002-65-1077	GCA	081
Employee ID	002651077	LCA	081A
Address	1427 MAIN STREET	Wage	
City	COAL TOWN	Local Officer	
State	PA	Other Local Titles	
Zip	16348	Craft	
Phone		1st Seniority Date	
Email		2nd Seniority Date	
Notes		DOB	02/06/1955

At the bottom of the form, there are buttons for "Address Label", navigation arrows (back, left, right, forward), "Email Member App", and "View Member App". The status bar at the very bottom shows "Record: 10 of 29", "No Filter", and a "Search" field.

After completing these instructions, you should be up and running for 2009. Any questions can be answered by emailing WinStabsSupport@utu.org or contacting the International Office in Cleveland.