

NonProfit Financial Managers

A Resource for the areas of Finance, IT, Human Resources, and Office/Facilities Management

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For information, go to npfm.org, or contact Mitzi Fennel at 617-547-9861 x235 or Jessica Zander at 617-850-1752.

Mark Your Calendars

All of our meetings take place on the **last Tuesday** of each month. No pre-registration required. Upcoming dates:

- ◆ **January 29: Working with Difficult People**
- ◆ **February 26: TBD**
- ◆ **March 25: TBD**

NPFM Membership Information

The annual membership fee of \$100 covers monthly mailings and other operating expenses. The membership period is from September to August. A part-year membership for \$60 is offered for those joining after January 1st, which covers membership through August. Full-time students are welcome to join at any time without paying a fee.

In addition to attendance at monthly meetings, members receive a monthly newsletter and access to the NPFM e-mail forum. Lunch is provided for all attendees at meetings. There is a \$12 meeting fee for non-members, and since membership is by organization, there is no limit of individuals from any one organization who may attend the meetings.

R.S.V.P.'s for the meetings are not required.

For renewals or new membership fees, please make your check out to:

NonProfit Financial Managers
C/O Child Care Resource Center
130 Bishop Allen Drive
Cambridge, MA 02139

Contact Mitzi Fennel at 617-547-9861, x235 for more information.

The Next Meeting

Topic: Working with Difficult People

Date: Tuesday, January 29

**Location: United South End Settlements
566 Columbus Ave., Boston**

Time: 12:00 PM – 1:30 PM

Tips for Dealing with Difficult People

While we can't change other people's personalities, there are techniques out there that make the interactions less challenging. Bring your challenges and your solutions. Together we'll look for some coping strategies.

Gordon Gottlieb is a human resources/ organizational development consultant at TDC, the nonprofit consulting firm. He provides technical assistance, coaching and training services to nonprofit organizations throughout New England. Before becoming a consultant, he held HR positions at the Unitarian Universalist Service Committee and Northeastern University.

Recap of November Meeting

Christine Hiller, Senior Benefit Consultant at Baystate Benefit Services, gave a presentation on High Deductible Health Plans and Flexible Spending Accounts. Christine noted that more and more of her client companies are starting to look at high deductible health insurance plans for their employees as a way to save money. The first quarter of 2008 will see an estimated 10 to 15% increase in premiums for the HCHP, Tufts,

and Blue Cross health plans. The new Massachusetts Health Care law establishes a minimum level of creditable care that employers must offer in their health plans. Effective Jan. 1, 2009, any deductible for in-network services shall not exceed \$2000 for an individual and \$4000 for a family. The main purpose of instituting a high deductible plan is to reduce premiums. High deductible health plans can offer significant savings to both the employer and employee. Usually the employee will pay the deductible and then the company will reimburse either all or a portion of it. A secondary purpose is to change the habit of some employees of going to the doctor for unnecessary visits.

There are three main ways to fund these deductibles: **Flexible Spending Accounts, Health Reimbursement Accounts, and Health Savings Accounts.** There are advantages and disadvantages to each; in general, the size of the company and the amount of risk it is willing to assume are the major factors in adopting a plan. The Flexible Spending Account is the most popular mechanism for funding these deductibles. The employee contributes to it, but the employer owns the account. If the employee does not use it (usually within one year), the remaining funds revert to the employer. An employer or third party can administer an FSA. There are distinct advantages to having a third party administer it: enrollment paperwork, claims administration, and employee privacy. The Health FSA allows you to use tax-free dollars to pay for certain expenses that are not paid by your Medical or Dental Plan, such as your deductibles in your insurance plan. The employer determines maximum plan year amount. The employee has to verify his/her expenses and submit them for reimbursement. Employees can be reimbursed for expenses as soon as they are incurred even if they have not paid the entire amount through their payroll deductions. The risk for the company is when the employee leaves the company before "catching up" with the expense that they have been reimbursed for.

The Health Reimbursement Account (HRA) is an employer-owned alternative to the FSA. The employer contributes to the account; the employer owns it; and it is customarily used for high deductible health insurance plans. It can be portable (usually not) and can be rolled over year to year. The Health Savings Account (HSA) is another alternative. Both the employee and employer can contribute. The participants own the account, it is portable, and rollovers are allowed. A high deductible health plan is required for the HSA. The account is like a 403B account. You do not have to verify the expenses that you resubmit for reimbursement. The Flexible Spending Account is just for medical expenses and deductibles; the HRA can be used for some premium reimbursement as well; and the HAS account can be used for non-medical expenses in addition to medical (but you have to pay taxes on that portion). All three plans are pre-tax.

Job Openings...

The NPFM group has a section on their website for job postings. Check out our website at www.npfm.org for a complete list of jobs. Contact David Richardson at dr44@verizon.net with questions or postings.

NPFM E-mail Forum

One of the benefits of membership in NPFM is a subscription to our e-mail listserv. We encourage members to post questions, announcements and new developments in finance and administration. All new members who provide e-mail addresses are automatically subscribed. To post messages send to npfm@topica.com

NPFM Steering Committee

The Steering Committee consists of several members who are responsible for the meeting topics, speakers, and other details surrounding the group. If you are interested in joining the steering committee, or in submitting ideas for future sessions, please contact any of the existing members, by e-mail or in person at a meeting.