

NEW BRUNSWICK
GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE
MANUAL

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

FORWARD

This manual is published under the direction of the New Brunswick Genealogical Society Inc. (By-Law 12).

It is written with the intent of informing the Board and members of the policies adopted by the Board and of procedures to follow in order that the society may carry on its day to day business.

This manual will be amended from time to time as changes occur in policy and procedure.

Revised 2009

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

TABLE OF CONTENTS

POLICY

1. Guidelines for Board Members	1
2. Spending Limits	2
3. Expense Allowances	3

PROCEDURES

1. Record Keeping	4
2. Publication of Generations	5
3. Bank Accounts and Reserve Fund	7
Appendix 1 to Procedure to receipt all income	7(a)
Appendix 2 to Sample receipt page	7(b)
Appendix 3 to Procedure for deposits	7(c)
Appendix 3(a) Sample deposit page	7(d)
Appendix 4 Donations to NBGS Inc.	7(e)
Appendix 5 NBGS Development Fund	7(f)
Appendix 6 Donation form NBGS Development Fund	7(g)
Appendix 7 Genealogy Leaves donation	7(h)
4. Society and Branch Audits	8
Appendix 1 Sample Balance Sheet	9(a)
Appendix 2 Sample Income Statement	9(b)
Appendix 3(a) Sample Chart of Accounts	9(c)1
Appendix 3(b) Sample Chart of Accounts cont'd	9(c)2
Appendix 3(c) Sample Chart of Accounts cont'd	9(c)3
5. Liability Insurance	10

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

6. Preparation of Budget	11
7. Submissions for Honorary and Life Memberships	12
8. Membership Processing	13
Appendix 1 Sample Membership Enrolment Form	13(a)
Appendix 1(a) Back page of Membership Enrolment Form	13(a)1
Appendix 2 to Sample Membership Enrolment Report Form	13(b)
Appendix 3 to Sample Report of Membership to Directors Form	13(c)
9. Program Committee	14
10. Public Relations	15
11. List of Assets	16
12. Charitable Status	17
13. Incorporation	18

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

POLICY 1

GUIDELINES FOR BOARD MEMBERS

These guidelines will be issued at a later date.

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

POLICY 2

SPENDING LIMITS

1. The Board

The Board may authorize special one time expenditures up to \$ 5000 (Five Thousand), provided such expenditure is within the approved Annual Budget.

2. The Treasurer

The Treasurer is authorized to pay invoices up to the limit of \$ 5000 (Five Thousand), provided such an expenditure is provided for in the approved Annual Budget.

3. Extraordinary expenses

Extraordinary expenses incurred or about to be incurred by the Society which exceed the above limits or are not provided for in the approved Annual Budget may only be authorized by a Special General Meeting, or at the Annual General Meeting or may be provided for in the next year's approved Annual Budget.

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

POLICY 3

EXPENSE ALLOWANCES

The following shall govern expense allowances while on official Society business.

1. The President or representative will be reimbursed expenses of official business up to \$ 100 (One Hundred) per diem plus travel at \$ 0.20(Twenty cents) per kilometre. Receipts must be presented. (See 22 Sep 1990)
2. Travel will be paid for one (1) car of representatives from each branch and one (1) car Board members from any given area to attend Board, General or Annual Meetings. Travel will be paid at \$ 0.20 (Twenty cents) per kilometre. Receipts must be presented.
3. Forms for the expense allowances are available from the Treasurer. Complete, sign and return to the Treasurer for reimbursement.
4. The appropriate rates may be amended by the Board from time to time.

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

PROCEDURE 1

RECORD KEEPING

1. All necessary steps will be taken by the Board to ensure that all Society files and records are secured for safe keeping.
2. The Board will ensure a standardized filing system is in place for all files and records to facilitate easy and accurate retrieval of these records at all times.
3. No records may be removed from the files without authority from the Board and when records are removed a signature must be obtained by the Recording Secretary.

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

PROCEDURE 2

PUBLICATION OF GENERATIONS

Procedures and instructions for the publication of Generations which is the journal of the New Brunswick Genealogical Society Inc. (The Society).

1. Generations is published quarterly by the Society and is distributed to its members. The Society encourages submissions that deal with genealogy and family history in New Brunswick, the methodology of genealogy research, book reviews, transcriptions of records and queries.
2. The Society reserves all publication rights. No part of this journal may be reproduced without permission of the Society. The Society does not guarantee the accuracy or completeness of material printed in Generations. Errors and opinions expressed are solely the responsibility of the author.

Guidelines for Submissions

3. The editor of Generations and the three member editorial committee appointed by the Board reserve the right to edit all submissions. A submission may be continued in more than one issue. Articles from previous publications may be reprinted, with First Publication Rights acknowledged, and shall not be altered.
4. Ownership of the submissions shall remain with the author. Authors are responsible for obtaining permission to publish material owned by others and must include a copy of this permission with the submission. It is the author's responsibility to notify Generations of any existing First Publication Rights, otherwise, First Publication Rights belong to Generations.
5. Submissions must be in one of the following formats:
 - a. The submission may be on a CD or DVD using any format that can be opened easily by the editor. A hard copy of the submission and the format in which it was saved must be included.
 - b. The submission may be typewritten using white paper and a good quality black ribbon.
 - c. The submission may be e-mailed to the editor as an attachment, which can be readily opened.

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

PROCEDURE 2 (cont'd)

6. All photos submitted by disk must be in a jpeg format. Original photos may be submitted to the editor to be scanned and pertinent information must be included. A self-addressed envelope and adequate return postage must accompany photos.
7. Submissions shall be submitted in English.
8. Handwritten submissions and poor quality photocopies will be refused.
9. Footnotes in the original text will appear as endnotes in Generations. Endnotes must be clear and easily understood. A list of references or a bibliography must contain all publications referred to in the text and vice versa. Authors are required to ensure references are accurate, as Generations will not be responsible.
10. Abbreviations and acronyms are to be avoided. If used, they must be explained at the first instance.
11. Acknowledgments are to be grouped at the end of the submission.

Guidelines for Queries

12. Queries are to be submitted to the Queries Editor. They shall be a maximum of fifty words excluding name, address and e-mail. Queries shall be typewritten. Each query is to be submitted on a separate page including your name, address and e-mail. There is no charge for queries.

Guidelines for Book Reviews

13. Book reviews shall be submitted to the Book Review Editor. Book reviews shall follow the guidelines for Submissions.
14. The deadline for articles published in Generations is February 1st, May 1st, August 1st and November 1st.
15. Articles for Generations may be sent to:

Generations Editor
PO Box 3235, Station B
Fredericton, NB
E3A 5G9

or

E-mail: nbgs@nbnet.nb.ca

Revised 2009

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

PROCEDURE 3

BANK ACCOUNTS AND RESERVE FUND

1. At the present time the monetary assets of the New Brunswick Genealogical Society Inc. are held at the Toronto Dominion (TD) Bank in Riverview, NB. It is held in three accounts, one being a checking (working) account, another a Money Market Fund (which holds a buffer for the working account while earning interest) and a third in the form of a Guaranteed Investment Certificate (GIC) (which has a three year term and a penalty is applied if withdrawn early). The Board will make decisions on the funding and reinvestment of these accounts as needed.
2. The signing authority of these accounts is described at By-Law 8.
3. Further details may be obtained from the treasurer.
4. Address of bank
TD Bank
502 Coverdale Rd.
Riverview, NB
E1B 3K4
5. The transit number of bank 4851.
6. The Society is a charitable organization registered with the Canada Revenue Agency (CRA). See Procedure 12.
7. The Board and members have authorized the establishment of a number of positions to aid the Treasurer and Board to fulfill the financial responsibilities. The Treasurer will oversee the positions but will not actively be involved in the work of the positions.
The positions are:
 - 1) New Brunswick Genealogical Society Inc. Development Fund Administrator;
 - 2) Individual to issue donation receipts, memorial and thank you cards;
 - 3) Individual to consolidate the annual balance sheets etc. for the branches;
 - 4) Individual to co-ordinate Branch membership with the NBGS membership;
 - 5) Individual to monitor HST regulations and calculate the Society's HST rebate;
 - 6) Individual to advise the Treasurer and Board on the investments of the various funds of the Society.
8. The Society's Board will establish a New Brunswick Genealogical Society Development Fund.
See Appendix 5.

Revised 2010

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

PROCEDURE 3

BANK ACCOUNTS AND RESERVE FUND

Appendix 1 to Procedure 3

Procedure for the receipt of **all income** received at the Branch and Society levels.

Attached is a sample blank copy of the receipts.

The attached receipt must be used for all monies received.

The same Receipt is to be used for Membership Receipts and a Membership Card with a carbon copy left attached in the Receipt Book.

The Receipt Card must be given a Receipt Number by the Society and Branch Treasurers and shown in the appropriate space on the form.

Attached is a copy of how the Receipt is to be filled out, showing various types of payment such as membership.

A good practice is to note the cheque number on the Receipt.

The name of the person giving or paying CASH must be shown on the Receipt.

New 2010

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

PROCEDURE 3

BANK ACCOUNTS AND RESERVE FUND

Appendix 2 to Procedure 3

Sample receipt page

<p>New Brunswick Genealogical Society Inc Société généalogique du Nouveau-Brunswick Inc</p> <p>Date <u>MAY 29</u> 200<u>9</u> Membership No. _____ Name <u>CHARLOTTE BRANCH</u> Sum of <u>TWO HUNDRED</u> \$ <u>200.00</u> Membership for Year Ending <u>2009</u> TREASURER <u>Sharon Fran</u> Receipt No. <u>1417</u> Can <input checked="" type="checkbox"/> US <input type="checkbox"/> Cash <input type="checkbox"/> Cheque # <u>338</u></p>	<p>New Brunswick Genealogical Society Inc Société généalogique du Nouveau-Brunswick Inc</p> <p>Date <u>JUN 22</u> 200<u>9</u> Membership No. _____ Name <u>CHARLOTTE</u> Sum of <u>TWENTY-FIVE</u> \$ <u>25.00</u> Membership for Year Ending <u>2009</u> TREASURER <u>Sharon Fran</u> Receipt No. <u>1422</u> Can <input checked="" type="checkbox"/> US <input type="checkbox"/> Cash <input type="checkbox"/> Cheque # <u>340</u></p>
<p>New Brunswick Genealogical Society Inc Société généalogique du Nouveau-Brunswick Inc</p> <p>Date <u>MAY 27</u> 200<u>9</u> Membership No. _____ Name <u>JOHN ELLIOTT</u> Sum of <u>TWENTY-EIGHT</u> \$ <u>28.00</u> Membership for Year Ending <u>BACK ISSUES</u> TREASURER <u>Sharon Fran</u> Receipt No. <u>1418</u> Can <input checked="" type="checkbox"/> US <input type="checkbox"/> Cash <input type="checkbox"/> Cheque # <u>848</u></p>	<p>New Brunswick Genealogical Society Inc Société généalogique du Nouveau-Brunswick Inc</p> <p>Date <u>JUN 30</u> 200<u>9</u> Membership No. _____ Name <u>MIRAMICHI BRANCH</u> Sum of <u>FOUR HUNDRED EIGHTY-EIGHT</u> \$ <u>488.59</u> Membership for Year Ending <u>2009</u> TREASURER <u>Sharon Fran</u> Receipt No. <u>1423</u> Can <input checked="" type="checkbox"/> US <input type="checkbox"/> Cash <input type="checkbox"/> Cheque # <u>656</u></p>
<p>New Brunswick Genealogical Society Inc Société généalogique du Nouveau-Brunswick Inc</p> <p>Date <u>MAY 29</u> 200<u>9</u> Membership No. _____ Name <u>RICK ARSENAULT</u> Sum of <u>EIGHTEEN</u> \$ <u>18.00</u> Membership for Year Ending <u>BACK ISSUES</u> TREASURER <u>Sharon Fran</u> Receipt No. <u>1419</u> Can <input checked="" type="checkbox"/> US <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Cheque # _____</p>	<p>New Brunswick Genealogical Society Inc Société généalogique du Nouveau-Brunswick Inc</p> <p>Date <u>JUL 19</u> 200<u>9</u> Membership No. _____ Name <u>LIMITED WAY</u> Sum of <u>ONE TWENTY FIVE - 58</u> \$ <u>125.58</u> Membership for Year Ending <u>DUPLICATION</u> TREASURER <u>Sharon Fran</u> Receipt No. <u>1424</u> Can <input checked="" type="checkbox"/> US <input type="checkbox"/> Cash <input type="checkbox"/> Cheque # <u>1022.50</u></p>
<p>New Brunswick Genealogical Society Inc Société généalogique du Nouveau-Brunswick Inc</p> <p>Date <u>MAY 29</u> 200<u>9</u> Membership No. _____ Name <u>CAMPBELL</u> Sum of <u>FIVE</u> \$ <u>5.00</u> Membership for Year Ending <u>BACK ISSUES</u> TREASURER <u>Sharon Fran</u> Receipt No. <u>1420</u> Can <input checked="" type="checkbox"/> US <input type="checkbox"/> Cash <input type="checkbox"/> Cheque # _____</p>	<p>New Brunswick Genealogical Society Inc Société généalogique du Nouveau-Brunswick Inc</p> <p>Date <u>JUL 19</u> 200<u>9</u> Membership No. _____ Name <u>CAPITAL BRANCH</u> Sum of <u>TWENTY-FIVE</u> \$ <u>25.00</u> Membership for Year Ending <u>2009</u> TREASURER <u>Sharon Fran</u> Receipt No. <u>1425</u> Can <input checked="" type="checkbox"/> US <input type="checkbox"/> Cash <input type="checkbox"/> Cheque # <u>308</u></p>
<p>New Brunswick Genealogical Society Inc Société généalogique du Nouveau-Brunswick Inc</p> <p>Date <u>JUN 22</u> 200<u>9</u> Membership No. _____ Name <u>CAPITAL</u> Sum of <u>125.00</u> \$ <u>125.00</u> Membership for Year Ending <u>ACCOUNT SETTING</u> TREASURER <u>Sharon Fran</u> Receipt No. <u>1421</u> Can <input checked="" type="checkbox"/> US <input type="checkbox"/> Cash <input type="checkbox"/> Cheque # <u>216</u></p>	<p>New Brunswick Genealogical Society Inc Société généalogique du Nouveau-Brunswick Inc</p> <p>Date <u>JUL 31</u> 200<u>9</u> Membership No. _____ Name <u>GAIL F KILL</u> Sum of <u>THIRTY-FIVE</u> \$ <u>35.00</u> Membership for Year Ending <u>2009</u> TREASURER <u>Sharon Fran</u> Receipt No. <u>1426</u> Can <input checked="" type="checkbox"/> US <input type="checkbox"/> Cash <input type="checkbox"/> Cheque # <u>408</u></p>

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

PROCEDURE 3

BANK ACCOUNTS AND RESERVE FUND

Appendix 3 to Procedure 3

Deposits made by the Society and Branches.

Example of Bank Deposit is attached.

CHEQUES

Show name, receipt number and amount under the “list of cheques”.

CASH

Show name, receipt number and amount under the “list of cheques” and circle the amount. The circled totals will not be added to the cheques as this is for information only. The total of these circled amounts will equal the cash shown on the deposit.

It is essential that a breakdown of cash by denominations be shown on the deposit slip.

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

Appendix 3a to Procedure 3
Sample Bank Deposit page

NB GENEALOGICAL SOCIETY INC
48514 004 4851-0303194

DATE
DAY MONTH YEAR
06 04 09

LIST OF CHEQUES
PLEASE LIST FOREIGN CHEQUES ON SEPARATE DEPOSIT SLIP
CHEQUE IDENTIFICATION AMOUNT
MIRAMICHI SC 1405 2125.00

2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____
9 _____
10 _____
11 _____
12 _____
13 _____
14 _____
15 _____

CHEQUE SUBTOTAL \$ 2125.00
TOTAL # OF CHEQUES 01

TD Canada Trust
302 COVERDALE ROAD
RIVERVIEW, N.B. E1B 3K4

CREDIT ACCOUNT OF
NB GENEALOGICAL SOCIETY INC
48514 004 4851-0303194

DATE
DAY MONTH YEAR
06 04 09

INITIALS
JH

CASH COUNT

X5
X10
X20
X50
X100
X11 COIN
X12 COIN

52-04-004
THE TRINITY BANK
APR 09 2009
CASH SUBTOTAL
DEPOSIT
ENTER CREDIT CARD
VOUCHER TOTAL
CASH SUBTOTAL
CHEQUE SUBTOTAL
U.S. CASH
RATE
U.S. CHGS.
RATE
DEPOSIT TOTAL \$ 2125.00

2125.00

48514-004 4851-0303194

New 2010

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

Appendix 4 to Procedure 3

Donations to NBGS Inc.

Donations to New Brunswick Genealogical Society, Inc. can be one of two types:

1. Donations to the NBGS Development Fund. The principal amounts of donations are held in perpetuity. The interest may be used to finance operations. Donees must specify up front that a donation is for the Development Fund, per the requirements of CRA. (see Appendix 5).
2. Donations to NBGS, Inc with no restrictions. In this case, these donations can be used for the operations of the Society, with the restriction that these donations must be disbursed in accordance with CRA rules.

In either case, donations can be:

- a. regular donations
- b. donations for a “Genealogy Leaf” that will be acknowledged and displayed in Generations
- c. a bequest

“Gifts-in-kind” i.e. a book, can only be considered a donation to NBGS with no restriction.

New 2010

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

Appendix 5 to Procedure 3

NBGS Development Fund

On September 24, 2005 the Board of Directors of the New Brunswick Genealogical Society Inc. established the “NBGS Development Fund”.

The NBGS Development Fund is a permanent endowment fund set up to provide ongoing income to finance the operations of the Society. Donations to the fund form the principal. The principal is to be invested and maintained in perpetuity; only the income from the investments may be expended by the Society.

The total income from investments calculated annually at the end of the financial year will be eligible for transfer to NBGS operating funds. The NBGS Board of Directors may chose to keep all or a portion of the income from investments in the development fund.

Assets in the NBGS Development Fund will be managed by the NBGS Treasurer. All investments must be approved by the NBGS Board of Directors.

Donations to the fund can be made as a regular donation to the fund, they can be made as a donation for a “Genealogy Leaf” or they can be made as a bequest. When a person wants to make one of these donations to the fund, they can do so by using the “NBGS Development Fund Donation Form” which is printed in Generations as part of our annual NBGS Development Campaign or they can send a donation and simply specify it is for the Development Fund.

If the Society receives a donation and it does not come through our annual Development Campaign (the insert published in Generations) or if we receive a donation and the donor does not specify the donation is for the Development Fund, the Society can consider it a general donation to the Society.

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

Appendix 6 to Procedure 3

Donation Form NBGS Development Fund

(Feel free to copy this form)

Donor's Name _____

Street Address _____

City _____ State/Prov. _____ Zip/Postal Code _____

Amount _____ Date _____

Regular Donation _____ Genealogy Leaf _____ Bequest _____

Please fill in the amount below, and sign and date where indicated:

I hereby give \$ _____ to New Brunswick Genealogical Society, Inc. under the specific instruction that this gift or any property substituted therefore be held by New Brunswick Genealogical Society, Inc. for a period of 10 years.

(Signature of donor)

Name of donor Date

—
(Optional) Notice of this contribution should be sent to:

Name _____

Street Address _____

City _____ State/Prov _____ Zip/Postal Code _____

Send this form, along with cheque or money order, (Canadian or US currency), Payable to: "NB Genealogical Society" to:

NB Genealogical Society Inc.
P.O. Box 3235, Station B
Fredericton, NB E3A 5G9

NOTE: Donations to the NBGS Development Fund form the principal. The principal is to be invested and maintained in perpetuity; only the income from the investments may be expended by the Society.

Revised 2010

POLICY AND PROCEDURE MANUAL

Appendix 7 to Procedure 3

Genealogy Leaves Donation

GENEALOGY LEAVES

It is possible for you to show your appreciation and help support the NB Genealogical Society, Inc. A contribution to "Genealogy Leaves" is a method to help finance the organization and express your appreciation.

A donation to "Genealogy Leaves" may be made in memory of a loved one, in recognition of someone, or in honour of someone.

A tax receipt (Canadian) will be forwarded to the donor. The individual in whose name the donation was made will receive a card advising a donation was made and the reason it was given, if feasible.

Donations will be acknowledged in an issue of Generations. Financial amounts will not be divulged.

"Genealogy Leaves" can be made to the NBGS Development Fund, or made as a regular donation to the Society.

Revised 2010

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

PROCEDURE 4

SOCIETY AND BRANCH FINANCIAL REPORTING

Procedure for the preparation of Branch and Society Balance Sheets, and Income Statements:

1. NBGS is registered as a charitable organization with the Canada Revenue Agency (CRA) as outlined in Procedure 12-Charitable Status, in the Manual. This will allow the Society to issue Official Receipts with our charitable number for income tax purposes.
This status requires our Society and Branches to submit our annual financial statements in conformity with the Forms provided by the CRA.
2. The Society's and Branches' Financial Statements will include a Balance Sheet and Income Statement to be submitted on an annual basis. From these statements a Consolidated Statement is to be prepared as required by, and submitted to CRA. Assets, Liabilities, Revenues and Expenditures should be classified according to the Chart of Accounts as issued by the Society from time to time.
3. To accomplish this, it is essential that each branch provide the Society's Treasurer with detailed information at the close of each year and maintain a "Cash Book" to record their receipts and disbursements as well as a General Journal and General Ledger to record non cash transactions that must be recorded. This information will be essential if CRA performs an audit at a later date. The additional requirement is a good record of the minutes of each meeting.
4. The "Balance Sheet" required will include three distinct categories, (1) Assets, (2) Liabilities and (3) Equity. The financial year will be January 1st to December 31st each year. This type of reporting is referred to as an "Accrual System".
5. The first category "Assets" is what the Society and its Branches own. "Assets" are shown on the Balance Sheet and will include Cash, Investments, Inventory and Accounts Receivable and Prepaid items (such as insurance and dues paid this year for the following year).
6. The second category "Liabilities" is what we owe, such as Accounts Payable (material and services received during the year and not cleared through the bank account), Prepaid Dues (dues which are paid in advance) and Bank Loans (outstanding at the end of the financial year, if any).
7. The third category "Equity" is the difference between Assets and Liabilities. It is also the Equity at the end of the previous year plus or minus the surplus or deficit in the current year taken from the Income Statement.

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

PROCEDURE 4 (cont'd)

SOCIETY AND BRANCH FINANCIAL REPORTING

8. The Income Statement includes Revenue and Expenses and the difference between the two is either surplus or deficit.
9. Branches are required to clearly indicate on their financial statements the dues or other monies remitted to or received from NBGS Inc. In preparing the Consolidation Statement, the Society's Treasurer shall use generally accepted accounting procedures (such as eliminations) to ensure that dues or other monies remitted to or received from NBGS Inc. are not double counted.
10. The Society's Treasurer will receive, no later than the end of February, from each branch a copy of their Balance Sheet together with a copy of their Income Statement at the end of each financial year. This will allow the Society's Treasurer to consolidate the figures into one set of Society statements for discussion by the Board at the March meeting.
11. Attached is a sample of a Balance Sheet and Income Statement and Chart of Accounts.

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

Appendix 1 to Procedure 4

Sample Balance Sheet					
<i>NEW BRUNSWICK GENEALOGICAL SOCIETY INC.</i>					
<i>BRANCH</i>					
<i>BALANCE SHEET AT DEC 31, 2007 AND 2008</i>					
<i>(Subject to Audit)</i>					
	A/C	2007	2008		
ASSETS					
Bank Account	105	\$2,500.00	\$2,250.00		
Prepaid Dues - NBGS Share	110	800.00	600.00		
Accounts Receivable	120	-	100.00		
<u>Inventories</u>					
Library Holdings	150	\$7,000.00	\$7,000.00		
Publications for Sale	160	505.00	420.00		
		7,505.00	7,420.00		
TOTAL ASSETS		\$10,805.00	\$10,370.00		
LIABILITIES					
Accounts Payable	205	\$200.00	\$100.00		
Branch Members Prepaid Dues	226	1,100.00	800.00		
TOTAL LIABILITIES		\$1,300.00	\$900.00		
EQUITY					
At Previous December 31	350	\$8,700.00	\$8,805.00		
Net Income (loss) for Year	305	805.00	665.00		
DECEMBER 31 EQUITY	350	9,505.00	9,470.00		
TOTAL LIABILITIES & EQUITY		\$10,805.00	\$10,370.00		

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

Appendix 3(a) Procedure 4

sample Chart of Accounts

NBGS CHART OF ACCOUNTS		
(Use only those applicable)		
Updated to May 08,2009		
CRA	NBGS ACCOUNT	
CATEGORY	NUMBER	DESCRIPTION
ASSETS		
<u>CASH</u>		
	105	BANK ACCOUNT
	106	BANK ACCOUNT NO 2 (If more than one)
	107	PETTY CASH
	108	PREPAID POSTAGE
	109	PREPAID INSURANCE
	110	PREPAID DUES - BRANCHES ONLY (NBGS Share)
	111	OTHER PREPAIDS (To be named) (Includes Prepaid Fundraising)
	115	ADVANCES FOR PROJECTS
<u>AMOUNTS RECEIVABLE</u>		
	120	ACCOUNTS RECEIVABLE
	121	INTEREST RECEIVABLE
	122	HST RECEIVABLE
	123	LOANS RECEIVABLE
	124	RECEIVABLE FROM SAINT JOHN BRANCH Re GENERATIONS
	125	OTHER RECEIVABLES (To be named)
<u>PROPERTY</u>		
	130	INVESTMENTS - TD GIC 2.5%
	131	INVESTMENTS - OTHER GIC'S (To be named)
	132	INVESTMENTS - OTHER GIC'S (To be named)
	140	INVESTMENTS - TD MONEY MARKET
	145	INVESTMENTS - DEVELOPMENT FUND (Subject to confirmation)
	150	INVENTORIES - LIBRARY HOLDINGS
	151	INVENTORIES - DAN JOHNSON MATERIAL (Saint John Branch)
	152	INVENTORIES - OTHER HOLDINGS (To be named)
	153	INVENTORIES - OTHER HOLDINGS (To be named)
	160	INVENTORIES - PUBLICATIONS FOR SALE
	161	INVENTORIES - OTHER ITEMS FOR SALE (To be named)
	162	INVENTORIES - OTHER ITEMS FOR SALE (To be named)
	170	INVENTORIES - EQUIPMENT AND FURNITURE
	175	RESEARCH BOOKS ON LOAN
LIABILITIES		
<u>AMOUNTS PAYABLE</u>		
	205	ACCOUNTS PAYABLE
	210	PAYABLE TO NBGS Re GENERATIONS SOLD (Saint John Branch)
<u>DEFERRED REVENUE</u>		
	225	PROVINCIAL MEMBERS PREPAID DUES AND EXCHANGE
	226	BRANCH MEMBERS PREPAID DUES
	227	BRANCH MEMBERS PREPAID EXCHANGE
	228	NON BRANCH MEMBERS PREPAID DUES
	230	DONATIONS FOR DEVELOPMENT FUND
	231	DONATIONS FOR "GENEALOGY LEAF"
	232	DONATIONS FOR OTHER PROJECTS (Microfilms in Saint John)
	233	Not used at present
<u>OTHER LIABILITIES</u>		
	250	LOAN PAYABLE BY SAINT JOHN BRANCH TO NBGS
	251	OTHER LOANS PAYABLE (To be named)
	252	OTHER LOANS PAYABLE (To be named)

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

Appendix 3(b) Procedure 4

sample Chart of Accounts (cont'd)

<u>EQUITY</u>			
	NET WORTH		
		305	PROFIT & LOSS (SURPLUS OR DEFICIT) SUMMARY
		350	MEMBERS CAPITAL - RETAINED EARNINGS
<u>REVENUE</u>			
	<u>TAX RECEIPTED GIFTS</u>		
		405	DONATIONS OF MONEY - (Tax Receipts)
		406	DONATIONS OF PUBLICATIONS - (Tax Receipts)
		407	OTHER DONATIONS - (Tax Receipts)
	<u>OTHER GIFTS</u>		
		410	OTHER DONATIONS - (No Tax Receipt)
		413	DONATIONS FOR DAN JOHNSON FUND (Saint John Branch)
	<u>FROM FEDERAL GOVERNMENT</u>		
		420	STUDENT GRANTS
		425	HST REFUNDS
	<u>FROM PROVINCIAL GOVERNMENTS</u>		
		430	GRANTS
	<u>FROM MUNICIPAL GOVERNMENTS</u>		
		435	GRANTS
	<u>INTEREST FROM INVESTMENTS</u>		
		440	INTEREST INCOME
	<u>MEMBERSHIP DUES AND FEES</u>		
		450	PROVINCIAL MEMBERS DUES
		451	EXCHANGE ON PROVINCIAL MEMBERS DUES
		455	BRANCH MEMBERS DUES
		456	EXCHANGE ON BRANCH MEMBERS DUES
	<u>PROCEEDS FROM SALE OF ASSETS</u>		
		460	SALE OF HOLDINGS
	<u>REVENUE FROM FUNDRAISING</u>		
		470	GENEALOGICAL FAIRS
		472	GENEALOGICAL CONFERENCES
		474	WORK SHOPS
		476	OTHER PROJECTS
	<u>REVENUE FROM SALE OF GOODS AND SERVICES</u>		
		480	PUBLICATION SALES - GENERATIONS
		481	PUBLICATION SALES - OTHER
		482	CDROM SALES
		484	RES SALE OF DOC
		486	GENERATIONS SALES (NBGS from Saint John Branch)
		488	GENEALOGICAL RESEARCH AND QUERIES
	<u>OTHER REVENUE</u>		
		490	MISCELLANEOUS REVENUE

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

Appendix 3(c) Procedure 4

sample Chart of Accounts (con't)

<u>COSTS AND EXPENSES</u>		
	505	MEMBERS DUES PAID TO NBGS
		Note - These will "Net Out" on Consolidation
<u>ADVERTISING AND PROMOTION</u>		
	605	PUBLICATIONS (GENERATIONS + LABELING)
	610	PUBLICATIONS (GENERATIONS POSTAGE & SHIPPING)
	612	PUBLICATIONS (GENERATIONS EDITORS EXPENSES)
	615	PUBLICATIONS - OTHER (PRINTING)
	620	PUBLICATIONS - OTHER (POSTAGE)
	622	PUBLICATIONS PURCHASED FOR RESALE
	623	COSTS OF BOOKS SOLD
	625	GENEALOGICAL FAIRS
<u>ADVERTISING AND PROMOTION (Continued)</u>		
	630	GENEALOGICAL CONFERENCES
	640	WORK SHOPS
	645	FUNDRAISING AND OTHER PROJECTS
	650	POSTERS AND BROCHURES
<u>ADVERTISING AND PROMOTION (Continued)</u>		
	655	NEWS LETTERS
	660	BOOKS AND REELS
<u>TRAVEL AND VEHICLES</u>		
	665	TRAVEL TO MEETINGS
<u>INTEREST AND BANK CHARGES</u>		
	670	BANK CHARGES
	675	LOAN INTEREST
<u>OFFICE SUPPLIES AND EXPENSES</u>		
	680	STATIONERY & SUPPLIES
	685	OTHER PRINTING & PHOTOCOPYING
	690	OTHER POSTAGE & P.O.BOX RENTAL
	695	TELEPHONE & WEB SITE
<u>OCCUPANCY COSTS</u>		
	700	MEETING ROOM RENTAL
	705	MEETING EXPENSES - AGM
<u>PROFESSIONAL AND CONSULTING COSTS</u>		
	710	LEGAL FEES
	715	ACCOUNTING AND AUDIT
<u>EDUCATION AND TRAINING</u>		
	720	COURSES AND SEMINARS
<u>SALARIES, WAGES AND BENEFITS</u>		
	725	STUDENT WAGES, SUPPLIES AND EXPENSES
	730	HONORARIA FOR GUEST SPEAKERS
<u>OTHER EXPENDITURES</u>		
	735	INSURANCE
	740	DONATIONS TO OTHER CHARITABLE ORGANIZATIONS
	745	NBGS SHARE OF PROFIT ON GENERATIONS 10, 11-20 ETC
		Note - Saint John Branch only - will "Net Out" on Consolidation
	748	PROVISION FOR LOSSES & OBSOLESCENCE
	750	MISCELLANEOUS EXPENSES (INCL REBATES)

NEW BRUNSWICK GENEALOGICAL SOCIETY INC.

POLICY AND PROCEDURE MANUAL

PROCEDURE 5

LIABILITY INSURANCE

Procedure for procuring adequate General Liability and Professional Indemnity Insurance for the New Brunswick Genealogical Society Inc.

1. Present coverage is provided by the Co-operators General Insurance Company under Policy Number 003514887. The policy period is from January 5 of the current year to January 5 of the following year.
2. The current Agent is: Mr. Stephen Dickenson
The Co-operators
1 – 137 McLaughlin Drive
Moncton, NB E1A 4P4
Phone: 506-853-1330
3. The renewal notice is received in November annually and the following information is required:
 1. List of current NBGS Inc Executive Officers, Branch Directors, Alternatives and Editor of Generations with addresses and postal codes.
 2. Minutes of NBGS Inc. last Annual General Meeting.
 3. NBGS Inc. last Annual Financial Statement.
 4. NBGS Inc and Branches last Annual Consolidated Financial Statement.
 5. List of NBGS Inc. and Branches meeting places with location, address and postal code.
 6. List of the current individual holdings of NBGS and its Branches expressed in total dollar value for each.
4. It shall be the responsibility of the NBGS Recording Secretary to have the Policy renewed with the President assuring the Policy does not lapse.
5. The Recording Secretary shall maintain the Policy in the files of NBGS Inc.

Revised 2009

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

PROCEDURE 6

PREPARATION OF ANNUAL FORECAST

1. The Annual Budget shall be prepared by the Financial Planning and Audit Committee.
2. The Chairperson shall be the Second Vice-President of the Society. (By-Law 5.4)
3. The Committee shall consist of four (4) members. The other members shall be the Treasurer and two (2) other members of the Society.
4. The Committee will review previous year's expenses operational, convention, project and other pertinent activities when considering the budget. All activities of the forecast period must be costed.
5. It is the responsibility of the membership to ensure the Committee is notified with significant lead time to ensure funding of activities, projects or conventions.
6. The Annual Budget shall be presented at the November meeting of the Board for approval of the upcoming year's financial expenses.
7. A copy of the Annual Budget shall be attached to the financial statement of the year for which the forecast was valid.

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

PROCEDURE 7

SUBMISSIONS FOR HONORARY AND LIFE MEMBERSHIPS

These procedures to be issued at a later date. (By-Law 1.2 d and e)

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

PROCEDURE 8

MEMBERSHIP PROCESSING

Procedures and instructions for the processing of a membership to the New Brunswick Genealogical Society Inc.

This procedure involves both the Society and its branches, namely the secretary, membership secretary and treasurer.

Each branch shall:

1. Record memberships in the branch database. Every member must have a membership form filled out.
2. Ensure the membership forms include the membership number, complete address including postal code. If there is a change in address, phone or email from the previous year, highlight the new information on the membership form.
3. If it is a new membership, write *NEW* in the space for the membership number. The Society assigns the new numbers - not the branch.
4. Initial the membership form to indicate they have been checked for changes.
5. Make out the individual receipts for branch members.
6. Make copies of the enclosed report form for future use.
7. Using the report form, fill in receipt number, member name, membership number, amount of cheque or cash; amount due the Society. The report form should be filed monthly when memberships are received.
8. Total the Society dues and make out a branch cheque to the Society for the amount.
9. The report form must be signed by the branch treasurer.
10. Send the completed report form and a cheque for the total amount due the Society to the Treasurer:
David Fraser, 124 Gondola Blvd, Quispamsis, NB E2E 1J1
Phone: (506) 849-7922. Email: dfraser@nbnet.nb.ca
11. Mail membership forms direct to the Membership Secretary:
Michelle Falkjar, 160 Sydney Street, Saint John, NB E2L 2M4.
Phone: (506) 693-7515. Email: falkjare@hotmail.com

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

PROCEDURE 8 (cont'd) MEMBERSHIP

PROCESSING

12. The Society Membership Secretary will ensure:

- a. All necessary information is recorded.
- b. Names and addresses of members are forwarded to the Generations Editor for the mailing labels.
- c. Information on members and the surnames they are researching is provided to the webmaster for publication.
- d. Assign any new member their number and forward said information to the Branch or Society secretary for the Branch or Society records.

13. Numbering code for NBGS Inc. and Branches:

1. Southeastern
2. Victoria (not active)
3. Saint John
4. Capital
5. Restigouche
7. Carleton (not active)
8. Charlotte
- A. Miramichi
- N. NBGS Inc.

14. The Membership Secretary shall make a report to each meeting of the Executive/ Directors and the Annual General Meeting of the Society as outlined on the attached form.

Note: See attachments:

- 1)1.Membership Form
- 2)Report Form to NBGS Membership Secretary and Treasurer.
- 3)Membership Report Form to Executive/Directors NBGS meetings

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

Appendix 1 to Procedure 8

NEW BRUNSWICK GENEALOGICAL SOCIETY, INC.
Membership Enrolment Form

For the year ending: December 2010

PLEASE TYPE OR PRINT CLEARLY

Check one branch only and send your payment to the Branch address. US and Overseas residents pay in US dollars. Make cheques payable to your Branch (e.g. Saint John Branch, NBGS). Membership is for a calendar year. Those joining or renewing late in the year will receive back issues of Generations for that year. If your membership is not received by February 15 the Spring issue of Generations will be held and mailed with the Summer issue; if not received by May 15 the Spring and Summer issues of Generations will be held and mailed with the Fall issue.

IMPORTANT: This is our control sheet. It ensures the accuracy of our membership database. It must be completed each year by every member. Renewing members can obtain their membership number from the mailing label on Generations (e.g. Membership 1234).

Capital Branch, P.O. Box 3702, Station B, Fredericton, N.B., E3A 5L7
[] Individual \$35.00
[] Family \$35.00 (Branch Code 4)
[] Institutional \$35.00

Charlotte County Branch, c/o St. Croix Public Library, 11 King Street, St. Stephen, N.B., E3L 2C1
[] Individual \$30.00
[] Family \$35.00 (Branch Code 8)
[] Institutional \$35.00
[] Dual \$10.00

Miramichi Branch, P.O. Box 403, Chatham, N.B., EIN 3A8
[] Individual \$35.00
[] Family \$35.00 (Branch Code A)
[] Institutional \$35.00
[] Dual \$10.00

Restigouche Branch, P.O. Box 5453, Dalhousie, N.B., E8C 3C2
[] Individual \$35.00
[] Family n/a (Branch Code 5)
[] Institutional n/a

Saint John Branch, P.O. Box 2423, Saint John, N.B., E2L 3V9
[] Individual \$30.00
[] Family \$35.00 (Branch Code 3)
[] Institutional \$35.00
[] Dual \$9.00

Southeastern Branch, P.O. Box 7102, Riverview, N.B., E1B 4T8
[] Individual \$35.00
[] Family \$40.00 (Branch Code 1)
[] Institutional \$35.00

(For those not wishing to join a Branch)
N.B. Genealogical Society, P.O. Box 3235, Stat. B, Fredericton, N.B., E3A 5G9
[] Individual \$35.00
[] Family \$35.00
[] Institutional \$35.00

NBGS publishes a membership directory and a Surname Interest List, and posts information on the NBGS website. If you wish your information withheld from publication, please initial here: []
Your permission will permit us to post information for up to three years.

Membership Number: _____ Renewal [] New [] Past Member []

Do you need a receipt mailed: Yes [] No []

Name: _____

Street: _____

City/Town: _____ Prov/State _____ Postal Code _____

Phone: () _____ - _____ Date: _____

E-mail Address: _____

Enclosed: \$ _____ Canadian [] US [] US and Overseas pay in US dollars.

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

Appendix 1(a) to Procedure 8

NEW BRUNSWICK GENEALOGICAL SOCIETY, INC.
Membership Enrolment Form

For the year ending: December 2010

I am researching the following families.
Please limit surnames to eight

The surname list, over time, has become outdated, mainly due to
"just checking the box" to repeat names submitted previously.
It will therefore be appreciated if you can provide an updated list.

SURNAMES	WHAT AREA
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

CHARITABLE STATUS

New Brunswick Genealogical Society, Inc., a Provincially Registered Society, received Federal certification as a charitable organization effective January 1, 2003. In order to enhance and improve service to its members and remain financially stable, the society will provide official tax receipts for donations to the Society or any of its Branches for their various programs, projects and funds. Cards will be sent for memorial donations. Inquiries may be made to the Society president or any of the Branch presidents for details.

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

Appendix 3 to Procedure 8

sample Report of Membership to Directors Form

New Brunswick Genealogical Society Inc.						
Membership Report						
for period ending _____						
<u>Branch</u>	Year End 2008		as of May 23 2009		as of Sept 26 2009	
Southeastern	133		119		123	
Saint John	191		161		176	
Capital	129		112		115	
Restigouche	28		24		23	
Charlotte	64		53		61	
Miramichi	107		97		115	
NBGS	97		90		93	
Dual	4		1		2	
Paid memberships	753		657		708	
NBGS Free	12		12		12	
Exchange	13		13		13	
Life	5		5		5	
Free memberships	30		30		30	
Dual	4		1		2	
TOTAL	787		688		750	
2008 Dual:	Capital/Miramichi 1		2009 Dual	Saint John/Charlotte 1		
	Charlotte/Miramichi 1			Restigouche/Miramichi 1		
	Southeastern/Miramichi 1					
	NBGS/Capital 1					
Submitted by:						
Michelle Falkjar						
Membership Secretary						

New 2010

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

PROCEDURE 9

PROGRAM COMMITTEE

1. At the present time the New Brunswick Genealogical Society Inc. has adopted a two year cycle. One year is to be the convention year, with the next to be a projects year. (Constitution, Article 2)
2. Provision for the convention or project are funded in the annual budget. All accounting is to be done under the direction of the Society Treasurer. (By-Law 5.3)
3. A chairperson for the above may be appointed by the Board. (By-Law 3.2)

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

PROCEDURE 10

PUBLIC RELATIONS

All matters regarding releases to the press or other matters of public relations of the Society must be forwarded to the president of the New Brunswick Genealogical Society Inc. for approval.

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

PROCEDURE 11

LIST OF ASSETS

1. All research assets of the Society have been relinquished to the Provincial Archives of New Brunswick.
2. Branches have control of their assets.

March 26, 2004

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

PROCEDURE 12

CHARITABLE STATUS

The New Brunswick Genealogical Society Inc. received charitable status from the Canada Revenue Agency on January 1, 2003. The Registration Number is 890947625RR001. NBGS is listed under the Category of Libraries, Museums and other Repositories. The Charities Directorate requires the filing of an Annual Return on Form T3010B (E) Rev 09.

Procedure

1. NBGS fiscal year is the calendar year, January 1 to December 31. The T3010B (E) Rev 09 is to be filed no later than six months after the end of the fiscal year (June). Failure to file in a given year will result in revocation of its charitable status with possible penalties.
2. Form T3010B (E) Rev 09 Registered Charity Information Return can be accessed through www.cra.gc.ca or phone 1-800-959-2221. Form T4033B (E) 09 Completing the Registered Charity Information Return is needed to complete Form T3010B (E) Rev 09. Note: Forms are normally mailed by the Charities Directorate, CRA if a return had been filed the previous year to the address of the charity. This is usually sent out in March.
3. Completing Form T3010B (E) Rev 09 at A1 requires organizations that have made any changes to its working documents i.e. constitution, by-laws, then a current copy must be sent to the Charities Directorate, CRA separately
4. The same Form at B1 requires the filing of Form T1235 (09) Directors/Trustees and Like Officers Worksheet that includes the name, home address, telephone number, date of birth, position and term of office of each Officer and Director.
5. A copy of the NBGS financial statements for the previous year is to be attached. Mailing address is Charities Directorate, Canada Revenue Agency, Ottawa, ON K1A 0L5.
6. The Treasurer will be responsible for completing said Forms and a copy of the submitted Forms will be maintained in the Secretary's file. It will be the responsibility of the President that this Procedure is completed within the time limits.
7. Note: The requirements of receiving donations and issuing income tax receipts is outlined in Procedure 3.

New 2009

NEW BRUNSWICK GENEALOGICAL SOCIETY Inc.

POLICY AND PROCEDURE MANUAL

PROCEDURE 13

INCORPORATION

Whereas the “New Brunswick Genealogical Society Inc. / Société Généalogique du Nouveau-Brunswick Inc.” was incorporated on February 27, 2001 under the New Brunswick Companies Act and said Act requires under Section 126 an “Annual Return for the Year ” (Form 35.1) to be filed.

Procedure

1. The Society’s Reference Number is 025695. The Society’s New Brunswick Account Business Number is 890947625NP0001.
2. The Form is to be filed each year by the end of the month following the month of February which is the Society’s anniversary month.
3. The Form requires the names, complete addresses of all of the Directors as well as the President, Secretary and Treasurer.
4. The Act also requires to complete Form 46 “Notice of Change of Head Office” and Form 47 “Notice of Change of Directors”. These changes are to be submitted within fifteen (15) days of the change.
5. Form 35.1 can be submitted in paper form or in electronic form at www.snb.ca. Filing electronically requires a fee of \$2.00 as a convenience fee. There is no filing fee for charitable organizations. The written form is to be mailed to “Corporate Registry, Service New Brunswick, P.O. Box 1998, Fredericton, NB, E3B 5G4”.
6. It shall be the responsibility of the NBGS Recording Secretary to complete and forward the Forms when required with the NBGS President ensuring the Forms are filed within the times set out above. The Recording Secretary shall maintain a copy of the Form.
7. The Recording Secretary shall maintain the file of the original “Province of New Brunswick Letters Patent New Brunswick Genealogical Society Inc/Société Généalogique du Nouveau-Brunswick Inc. Reference No. 025695.