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2011

Open to Public  
Inspection

Form 990-EZ

Department of the Treasury  
Internal Revenue Service

# Short Form

## Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code  
(except black lung benefit trust or private foundation)

► Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file Form 990 (see instructions). All other organizations with gross receipts less than \$200,000 and total assets less than \$500,000 at the end of the year may use this form.

► The organization may have to use a copy of this return to satisfy state reporting requirements

**A For the 2011 calendar year, or tax year beginning 01-01-2011, and ending 12-31-2011**

- Check if applicable
- Address change
- Name change
- Initial return
- Terminated
- Amended return
- Application pending

<b>C Name of organization</b> NEW ORLEANS CHAPTER ASSOCIATION OF LEGAL ADMINISTRATORS	<b>D Employer identification number</b> 72-1439498
Number and street (or P O box, if mail is not delivered to street address) POST OFFICE BOX 51145	<b>E Telephone number</b> (504) 568-1990
City or town, state or country, and ZIP + 4 NEW ORLEANS, LA 70151	<b>F Group Exemption Number</b> ►

**G Accounting method**  Cash  Accrual Other (specify) ► \_\_\_\_\_**H** Check ►  if the organization is **not** required to attach Schedule B (Form 990, 990-EZ, or 990-PF)**I Website:** ► [WWW.ALANOLA.ORG](http://WWW.ALANOLA.ORG)**J Tax-Exempt status** (check only one) —  501(c)(3)  501(c)( 6) (insert no)  4947(a)(1) or  527**K** Check ► if the organization is not a section 509(a)(3) supporting organization or a section 527 organization **and** its gross receipts are normally **not** more than \$50,000. A Form 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be required (see instructions). But if the organization chooses to file a return, be sure to file a complete return.**L** Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, line 25, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ ► \$ 132,132**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (See the instructions for Part I)Check if the organization used Schedule O to respond to any question in this Part I ► 

Revenue	1 Contributions, gifts, grants, and similar amounts received . . . . .	1
	2 Program service revenue including government fees and contracts . . . . .	2 102,570
	3 Membership dues and assessments . . . . .	3 27,825
	4 Investment income . . . . .	4 92
	5a Gross amount from sale of assets other than inventory . . . . .	5a
	b Less cost or other basis and sales expenses . . . . .	5b
	c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) . . . . .	5c
	6 Gaming and fundraising events	
	a Gross income from gaming (attach Schedule G if greater than \$15,000) . . . . .	6a
Expenses	b Gross income from fundraising events (not including \$ _ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000) . . . . .	6b
	c Less direct expenses from gaming and fundraising events . . . . .	6c
	d Net income or (loss) from gaming and fundraising events (Add lines 6a and 6b and subtract line 6c) . . . . .	6d
	7a Gross sales of inventory, less returns and allowances . . . . .	7a
	b Less cost of goods sold . . . . .	7b
	c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a) . . . . .	7c
	8 Other revenue (describe in Schedule O) . . . . .	8 1,645
	9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 . . . . .	9 132,132
	10 Grants and similar amounts paid (list in Schedule O) . . . . .	10 391
Net Assets	11 Benefits paid to or for members . . . . .	11
	12 Salaries, other compensation, and employee benefits . . . . .	12
	13 Professional fees and other payments to independent contractors . . . . .	13 702
	14 Occupancy, rent, utilities, and maintenance . . . . .	14
	15 Printing, publications, postage, and shipping . . . . .	15 457
	16 Other expenses (describe in Schedule O) . . . . .	16 121,440
	17 Total expenses. Add lines 10 through 16 . . . . .	17 122,990
Net Assets	18 Excess or (deficit) for the year (Subtract line 17 from line 9) . . . . .	18 9,142
	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) . . . . .	19 94,772
	20 Other changes in net assets or fund balances (explain in Schedule O) . . . . .	20 0
	21 Net assets or fund balances at end of year. Combine lines 18 through 20 . . . . .	21 103,914

**Part II Balance Sheets**Check if the organization used Schedule O to respond to any question in this Part II 

(See the instructions for Part II )

	(A) Beginning of year	(B) End of year
<b>22 Cash, savings, and investments</b>	94,772	<b>22</b> 103,914
<b>23 Land and buildings</b>	23	
<b>24 Other assets (describe in Schedule O)</b>	24	
<b>25 Total assets</b>	94,772	<b>25</b> 103,914
<b>26 Total liabilities (describe in Schedule O)</b>	0	<b>26</b> 0
<b>27 Net assets or fund balances</b> (line 27 of column (B) <b>must</b> agree with line 21)	94,772	<b>27</b> 103,914

**Part III Statement of Program Service Accomplishments**Check if the organization used Schedule O to respond to any question in this Part III 

What is the organization's primary exempt purpose?

TO IMPROVE THE QUALITY OF MANAGEMENT IN LEGAL SERVICES ORGANIZATIONS, TO PROMOTE AND ENHANCE THE COMPETENCE AND PROFESSIONALISM OF LEGAL ADMINISTRATORS AND ALL MEMBERS OF THE MANAGEMENT TEAM, AND REPRESENT PROFESSIONAL LEGAL MANAGEMENT AND MANAGERS TO THE LEGAL COMMUNITY AND TO THE COMMUNITY AT LARGE

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title

**28 TO PROMOTE AND ENHANCE THE COMPETENCE AND PROFESSIONALISM OF LEGAL ADMINISTRATORS AND ALL MEMBERS OF THE MANAGEMENT TEAM**

(Grants \$ 0)	If this amount includes foreign grants, check here . . . ► <input type="checkbox"/>	<b>28a</b>	122,990
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**29**

(Grants \$ )	If this amount includes foreign grants, check here . . . ► <input type="checkbox"/>	<b>29a</b>	
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**30**

(Grants \$ )	If this amount includes foreign grants, check here . . . ► <input type="checkbox"/>	<b>30a</b>	
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<b>31 Other program services (describe in Schedule O)</b>		<b>31a</b>	
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(Grants \$ )	If this amount includes foreign grants, check here . . . ► <input type="checkbox"/>	<b>31a</b>	
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<b>32 Total program service expenses</b> (add lines 28a through 31a)		<b>32</b>	122,990
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**Part IV List of Officers, Directors, Trustees, and Key Employees.** List each one even if not compensated (See the instructions for Part IV )Check if the organization used Schedule O to respond to any question in this Part IV 

(a) Name and address	(b) Title and average hours per week devoted to position	(c) Compensation <i>(If not paid, enter -0-.)</i>	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
See Additional Data Table				

**Part V Other Information** (Note the statement requirements in the instructions for Part V.)Check if the organization used Schedule O to respond to any question in this Part V 

**33** Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O

**34** Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)

**35** If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but **not** reported on Form 990-T, explain in Schedule O why the organization did not report the income on Form 990-T

**a** Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?

**b** If "Yes" to line 35a, has the organization filed a **Form 990-T** for the year? If "No," provide an explanation in Schedule O

**c** Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III

**36** Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N

**37a** Enter amount of political expenditures, direct or indirect, as described in the instructions **37a** 0

**b** Did the organization file **Form 1120-POL** for this year?

**38a** Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee **or** were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?

**b** If "Yes," complete Schedule L, Part II and enter the total amount involved **38b** 0

**39** *Section 501(c)(7) organizations.* Enter

**a** Initiation fees and capital contributions included on line 9 **39a** 0

**b** Gross receipts, included on line 9, for public use of club facilities **39b** 0

**40a** *Section 501(c)(3) organizations.* Enter amount of tax imposed on the organization during the year under

section 4911 0, section 4912 0, section 4955 0

**b** *Section 501(c)(3) and 501(c)(4) organizations.* Did the organization engage in any section 4958 excess benefit transaction during the year or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I **40b** 0

**c** *Section 501(c)(3) and 501(c)(4) organizations.* Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 **40c** 0

**d** *Section 501(c)(3) and 501(c)(4) organizations.* Enter amount of tax on line 40c reimbursed by the organization **40d** 0

**e** *All organizations.* At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T **40e** 0

**41** List the states with which a copy of this return is filed 0

**42a** The organization's books are in care of **THE ORGANIZATION** Telephone no **(504) 568-1990**

POST OFFICE BOX 51145

Located at **NEW ORLEANS, LA**

ZIP + 4 **70151**

**b** At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?

If "Yes," enter the name of the foreign country 0

See the instructions for exceptions and filing requirements for **Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.**

**c** At any time during the calendar year, did the organization maintain an office outside of the U.S.?

If "Yes," enter the name of the foreign country 0

**43** Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041**—Check here 0 and enter the amount of tax-exempt interest received or accrued during the tax year **43** 0

**44a** Did the organization maintain any donor advised funds? If "Yes," *Form 990 must be completed instead of Form 990-EZ.*

**b** Did the organization operate one or more hospital facilities during the year? If "Yes," *Form 990 must be completed instead of Form 990-EZ*

**c** Did the organization receive any payments for indoor tanning services during the year?

**d** If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O

**45a** Did the organization have a controlled entity within the meaning of section 512(b)(13)?

**45b** Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," *Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)*

	Yes	No
<b>33</b>		No
<b>34</b>		No
<b>35a</b>		No
<b>35b</b>		
<b>35c</b>		No
<b>36</b>		No
<b>37a</b>	0	
<b>37b</b>		
<b>38a</b>		No
<b>38b</b>		
<b>39a</b>		
<b>39b</b>		
<b>40b</b>		
<b>40c</b>		
<b>40d</b>		
<b>40e</b>		No
<b>42b</b>		No
<b>42c</b>		No
<b>43</b>		
<b>44a</b>		No
<b>44b</b>		No
<b>44c</b>		No
<b>44d</b>		
<b>45a</b>		No
<b>45b</b>		

**46** Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

	Yes	No
<b>46</b>		No

**Part VI Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only.**

All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 47-49b and 52.

Check if the organization used Schedule O to respond to any question in this Part VI

**47** Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II

	Yes	No
<b>47</b>		

**48** Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

<b>48</b>	
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**49a** Did the organization make any transfers to an exempt non-charitable related organization?

<b>49a</b>	
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**b** If "Yes," was the related organization a section 527 organization?

<b>49b</b>	
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**50** Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None"

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances

**f** Total number of other employees paid over \$100,000

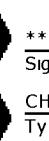
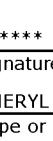
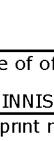
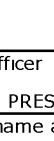
**51** Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None"

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation

**d** Total number of other independent contractors each receiving over \$100,000

**52** Did the organization complete Schedule A? **NOTE:** All Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A  Yes  No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	***** Signature of officer CHERYL INNIS PRESIDENT- ELECT Type or print name and title	2012-05-03 Date
<b>Paid Preparer's Use Only</b>	Preparer's signature  BONNIE M WYLIE JD LLM Firm's name (or yours if self-employed), address, and ZIP + 4  LAPORTE APAC 111 VETERANS MEMORIAL BLVD SUITE 60 METAIRIE, LA 700054958	Date Check if self-employed <input type="checkbox"/> Preparer's taxpayer identification number (See instructions) P00540011 EIN  72-1088864 Phone no  (504) 835-5522

May the IRS discuss this return with the preparer shown above? See instructions

Yes  No

**SCHEDULE O**  
(Form 990 or 990-EZ)Department of the Treasury  
Internal Revenue Service**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or to provide any additional information.  
► Attach to Form 990 or 990-EZ.

**2011****Open to Public  
Inspection**Name of the organization  
NEW ORLEANS CHAPTER ASSOCIATION OF  
LEGAL ADMINISTRATORS**Employer identification number**

72-1439498

Identifier	Return Reference	Explanation
OTHER INVESTMENT INCOME	FORM 990-EZ, PART I, LINE 4	INTEREST INCOME 92
OTHER REVENUE	FORM 990-EZ, PART I, LINE 8	DESCRIPTION REIMBURSEMENTS AMOUNT 1,495 DESCRIPTION NEWSLETTER ADVERTISING AMOUNT 150 TOTAL TO FORM 990-EZ, LINE 8 1,645
OTHER EXPENSES	FORM 990-EZ, PART I, LINE 16	DESCRIPTION COMMITTEE MEETINGS AMOUNT 1,503 DESCRIPTION CHAPTER EDUCATIONAL SEMINARS AMOUNT 7,128 DESCRIPTION CONFERENCE EXPENSES AMOUNT 41,134 DESCRIPTION INSURANCE AMOUNT 125 DESCRIPTION MISCELLANEOUS AMOUNT 774 DESCRIPTION RETREAT EXPENSES AMOUNT 20,456 DESCRIPTION SURVEY EXPENSES AMOUNT 12,824 DESCRIPTION VENDOR FAIR EXPENSES AMOUNT 33,417 DESCRIPTION WEB SITE COSTS AMOUNT 600 DESCRIPTION MANAGING PARTNERS DINNER EVENT AMOUNT 2,882 DESCRIPTION SPEAKER FEES AMOUNT 597 TOTAL TO FORM 990-EZ, LINE 16 121,440

## TY 2011 Transfers Personal Benefits Contracts Declaration

**Name:** NEW ORLEANS CHAPTER ASSOCIATION OF  
LEGAL ADMINISTRATORS

**EIN:** 72-1439498

**Declaration:** THE ORGANIZATION DID NOT, DURING THE YEAR, RECEIVE ANY FUNDS, DIRECTLY,OR INDIRECTLY, TO PAY PREMIUMS ON A PERSONAL BENEFIT CONTRACT.THE ORGANIZATION, DID NOT, DURING THE YEAR, PAY ANY PREMIUMS, DIRECTLY,OR INDIRECTLY, ON A PERSONAL BENEFIT CONTRACT.

## Additional Data

**Software ID:**

**Software Version:**

**EIN:** 72-1439498

**Name:** NEW ORLEANS CHAPTER ASSOCIATION OF  
LEGAL ADMINISTRATORS

### Form 990-EZ, Special Condition Description:

#### Special Condition Description

### Form 990EZ, Part IV - List of Officers, Directors, Trustees, and Key Employees

(A) Name and address	(B) Title and average hours per week devoted to position	(C) Compensation (If not paid, enter -0-.)	(D) Contributions to employee benefit plans & deferred compensation	(E) Expense account and other allowances
BONNIE AUCOIN POST OFFICE BOX 51145 NEW ORLEANS, LA 70151	PRESIDENT 5 00	0	0	0
SHANNON HANKEN POST OFFICE BOX 51145 NEW ORLEANS, LA 70151	TREASURER 5 00	0	0	0
JOANN LIGHT POST OFFICE BOX 51145 NEW ORLEANS, LA 70151	SECRETARY 5 00	0	0	0
LYNN MARTIN JOHNSTON POST OFFICE BOX 51145 NEW ORLEANS, LA 70151	DIRECTOR AT LARGE 5 00	0	0	0
CINDY TROYER POST OFFICE BOX 51145 NEW ORLEANS, LA 70151	DIRECTOR AT LARGE 5 00	0	0	0
CHERYL INNIS POST OFFICE BOX 51145 NEW ORLEANS, LA 70151	PRESIDENT- ELECT 5 00	0	0	0