



See a Social Security Number? Say Something!  
Report Privacy Problems to <https://public.resource.org/privacy>  
Or call the IRS Identity Theft Hotline at 1-800-908-4490



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 private foundations)

Do not enter social security numbers on this form as it may be made public.

Information about Form 990-EZ and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No 1545-1150

2015

Open to Public Inspection

**A For the 2015 calendar year, or tax year beginning 01-01-2015 , and ending 12-31-2015**

**B** Check if applicable  
☐ Address change  
☐ Name change  
☐ Initial return  
☐ Final return/terminated  
☐ Amended return  
☐ Application pending

**C** Name of organization  
NEW ORLEANS CHAPTER ASSOCIATION OF  
LEGAL ADMINSTRATORS  
Number and street (or P O box, if mail is not delivered to street address)Room/suite  
POST OFFICE BOX 51145  
City or town, state or province, country, and ZIP or foreign postal code  
NEW ORLEANS, LA 70151

**D** Employer identification number  
72-1439498  
**E** Telephone number  
(504) 568-1990  
**F** Group Exemption Number

**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** Form of organization ☐ Corporation ☐ Trust ☒ Association ☐ Other \_\_\_\_\_

**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, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ **\$ 127,690**

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 <input checked="" type="checkbox"/>									
Revenue	1	Contributions, gifts, grants, and similar amounts received . . . . .						1	0
	2	Program service revenue including government fees and contracts . . . . .						2	94,515
	3	Membership dues and assessments . . . . .						3	30,625
	4	Investment income . . . . .						4	122
	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			
	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	2,428	
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8						9	127,690	
Expenses	10	Grants and similar amounts paid (list in Schedule O) . . . . .						10	226
	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	662
	14	Occupancy, rent, utilities, and maintenance . . . . .						14	
	15	Printing, publications, postage, and shipping . . . . .						15	1,741
	16	Other expenses (describe in Schedule O) . . . . .						16	144,244
	17	Total expenses. Add lines 10 through 16						17	146,873
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9) . . . . .						18	-19,183
	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	97,039
	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	77,856

Part II

Balance Sheets (see the instructions for Part II)

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

	(A) Beginning of year		(B) End of year
22 Cash, savings, and investments	97,039	22	77,856
23 Land and buildings		23	
24 Other assets (describe in Schedule O)		24	
25 Total assets	97,039	25	77,856
26 Total liabilities (describe in Schedule O)	0	26	0
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	97,039	27	77,856

Part III

Statement of Program Service Accomplishments (see the instructions for Part III)

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

28a

0

29

(Grants \$ ) If this amount includes foreign grants, check here

29a

30

(Grants \$ ) If this amount includes foreign grants, check here

30a

31

Other program services (describe in Schedule O)

(Grants \$ ) If this amount includes foreign grants, check here

31a

32

Total program service expenses (add lines 28a through 31a)

32

Expenses

(Required for section 501(c)(3) and 501(c)(4) organizations, optional for others )

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 title	(b) Average hours per week devoted to position	(c)Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
SHANNON HANKEN PRESIDENT	5 00	0	0	0
RACHEL KIEDROWSKI PRESIDENT-ELECT	5 00	0	0	0
JO ANN LIGHT PAST PRESIDENT	5 00	0	0	0
KATHLEEN M NUBEL TREASURER	5 00	0	0	0
KASEY COURTNEY SECRETARY	5 00	0	0	0
CARLOTTA DUHE DIRECTOR AT LARGE	5 00	0	0	0
LINDA SOILEAU DIRECTOR AT LARGE	5 00	0	0	0

Form990-EZ(2015)

Part V

Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V ) Check if the organization used Schedule O to respond to any question in this Part V . . . . . ☒

		Yes	No
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 . . . . .	33	No
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) . . . . .	34	No
35a	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)? . . . . .	35a	No
b	If "Yes," to line 35a, has the organization filed a <b>Form 990-T</b> for the year? If "No," provide an explanation in Schedule O . . . . .	35b	
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 . . . . .	35c	No
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 . . . . .	36	No
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions <input type="checkbox"/> 37a 0		
b	Did the organization file <b>Form 1120-POL</b> for this year? . . . . .	37b	
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee <b>or</b> were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return? . . . . .	38a	No
b	If "Yes," complete Schedule L, Part II and enter the total amount involved . . . . .	38b	
39	Section 501(c)(7) organizations Enter . . . . .		
a	Initiation fees and capital contributions included on line 9 . . . . .	39a	
b	Gross receipts, included on line 9, for public use of club facilities . . . . .	39b	
40a	Section 501(c)(3) organizations Enter amount of tax imposed on the organization during the year under section 4911 <input type="checkbox"/> _____, section 4912 <input type="checkbox"/> _____, section 4955 <input type="checkbox"/> _____		
b	Section 501(c)(3), 501(c)(4), and 501(c)(29) 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	
c	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 <input type="checkbox"/> _____		
d	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations Enter amount of tax on line 40c reimbursed by the organization . . . . . <input type="checkbox"/> _____		
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	No
41	List the states with which a copy of this return is filed <input type="checkbox"/> _____		
42a	The organization's books are in care of <input type="checkbox"/> THE ORGANIZATION Telephone no <input type="checkbox"/> (504) 568-1990 Located at <input type="checkbox"/> POST OFFICE BOX 51145 NEW ORLEANS, LA ZIP + 4 <input type="checkbox"/> 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 <input type="checkbox"/> _____  See the instructions for exceptions and filing requirements for <b>FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR)</b>	42b	No
c	At any time during the calendar year, did the organization maintain an office outside the U S ? If "Yes," enter the name of the foreign country <input type="checkbox"/> _____	42c	No
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of <b>Form 1041</b> - Check here <input checked="" type="checkbox"/> <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year . . . . . <input type="checkbox"/> 43		
44a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ . . . . .	44a	No
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 . . . . .	44b	No
c	Did the organization receive any payments for indoor tanning services during the year? . . . . .	44c	No
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 . . . . .	44d	
45a	Did the organization have a controlled entity within the meaning of section 512(b)(13)? . . . . .	45a	No
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) . . . . .	45b	

		Yes	No
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 . . . . .		
		46	No

Part VI

Section 501(c)(3) organizations only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51

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

		Yes	No
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 . . . . .	47	
48	Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E . . . . .	48	
49a	Did the organization make any transfers to an exempt non-charitable related organization? . . . . .	49a	
b	If "Yes," was the related organization a section 527 organization? . . . . .	49b	

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 title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

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 business address of each independent contractor	(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 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.

Sign Here	<div>*****</div> <div>Signature of officer</div>			<div>2016-07-14</div> <div>Date</div>	
	<div>RACHEL KIEDROWSKI PRESIDENT</div> <div>Type or print name and title</div>				
Paid Preparer Use Only	Print/Type preparer's name JEANNE M DRISCOLL CPA		Preparer's signature	Date	Check <input type="checkbox"/> if self-employed PTIN P00153701
	Firm's name ▶ LAPORTE APAC				Firm's EIN ▶ 72-1088864
	Firm's address ▶ 111 VETERANS MEMORIAL BLVD 600 METAIRIE, LA 700054958				Phone no (504) 835-5522
May the IRS discuss this return with the preparer shown above? See instructions . . . . . <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

**TY 2015 Transfers Personal Benefits  
Contracts Declaration**

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

**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.

**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 990-EZ or to provide any additional information.  
 Attach to Form 990 or 990-EZ.

Information about Schedule O (Form 990 or 990-EZ) and its instructions is at  
[www.irs.gov/form990](http://www.irs.gov/form990).

OMB No 1545-0047

2015

Open to Public Inspection

Name of the organization NEW ORLEANS CHAPTER ASSOCIATION OF LEGAL ADMINSTRATORS	Employer identification number 72-1439498
---	--

**990 Schedule O, Supplemental Information**

Return Reference	Explanation
FORM 990-EZ, PART I, LINE 4 - OTHER INVESTMENT INCOME	DESCRIPTION INTEREST INCOME AMOUNT 122
FORM 990-EZ, PART I, LINE 8 - OTHER REVENUE	DESCRIPTION REIMBURSEMENTS AMOUNT 2,178 DESCRIPTION NEWSLETTER ADVERTISING AMOUNT 250 TOTAL TO FORM 990-EZ, LINE 8 2,428
FORM 990-EZ, PART I, LINE 16 - OTHER EXPENSES	DESCRIPTION COMMITTEE MEETINGS AMOUNT 2,072 DESCRIPTION CHAPTER EDUCATIONAL SEMINARS AMOUNT 11,448 DESCRIPTION CONFERENCE EXPENSES AMOUNT 62,683 DESCRIPTION INSURANCE AMOUNT 125 DESCRIPTION MISCELLANEOUS AMOUNT 198 DESCRIPTION RETREAT EXPENSES AMOUNT 23,573 DESCRIPTION VENDOR FAIR EXPENSES AMOUNT 34,434 DESCRIPTION WEB SITE COSTS AMOUNT 6,419 DESCRIPTION CHAPTER ANNIVERSARY AMOUNT 3,217 DESCRIPTION MEMBER DUES REFUND AMOUNT 75 TOTAL TO FORM 990-EZ, LINE 16 144,244