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2015

Open to Public
Inspection

Form 990-EZ

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.

Department of the Treasury
Internal Revenue Service**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 ADMINISTRATORS	D Employer identification number 72-1439498
Number and street (or P O box, if mail is not delivered to street address) POST OFFICE BOX 51145	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: ► WWWALANOLA.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

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
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
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)

Statement of Program Service Accomplishments (see the instructions for Part III) Check if the organization used Schedule Q to respond to any question in this Part III

Expense

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

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 ADMINISTRATOR AND ALL MEMBERS OF THE MANAGEMENT TEAM

(Grants \$ 0) If this amount includes foreign grants, check here **28a**

29

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)

32 Total program service expenses (add lines 28 through 31a) **32**

Part IV List of Officers, Directors, Trustees and Key Employees (List each one even if not compensated — see the instructions for 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 Q 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 NUEBEL 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

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		No
34		No
35a		No
35b		
35c		No
36		No
37a	0	
37b		
38a		No
38b		
39		
39a		
39b		
40a		
40b		
40c		
40d		
40e		No
41		
42a	Telephone no (504) 568-1990	
	Located at POST OFFICE BOX 51145 NEW ORLEANS, LA	ZIP + 4 70151
42b		No
42c		No
43		
44a		
44b		No
44c		No
44d		
45a		No
45b		

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)

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)?

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**

39 Section 501(c)(7) organizations Enter

a Initiation fees and capital contributions included on line 9

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 ► , section 4912 ► , section 4955 ►

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

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 ►

d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations Enter amount of tax on line 40c reimbursed by the organization

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

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

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

Located at POST OFFICE BOX 51145 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 ►

See the instructions for exceptions and filing requirements for **FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR)**

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 ►

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

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)

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
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		
48		
49a		
49b		

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

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

49a Did the organization make any transfers to an exempt non-charitable related organization?

b If "Yes," was the related organization a section 527 organization?

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	***** Signature of officer RACHEL KIEDROWSKI PRESIDENT Type or print name and title	2016-07-14 Date
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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

TY 2015 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.

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.**2015****Open to Public
Inspection**Name of the organization
NEW ORLEANS CHAPTER ASSOCIATION OF
LEGAL ADMINISTRATORS**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