

SECTION TREASURER ORIENTATION



Sandra Carlson, Sections Accounting Manager

Accounting Department Contacts

Sandra Carlson, Sections Accounting Manager

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State Bar Assistance to Sections

Accounting Management Services include:

- Section invoices and reimbursements paid
- Deposits made (PlainsCapital accounts)
- Assistance with budget preparation
- Financial record retention
- Monthly bank & investment account reconciliation
- Monthly financial reports
- Review revenue received for sales tax liability
- Review vendor payments for IRS 1099 requirements

No charge to Sections!

Treasurer Responsibilities

- Develop & submit 2016–2017 budget
- Pay Section bills*
- Deposit Section revenues*
- Reconcile bank and investment accounts*
- Submit bank/investment statements to Sandra Carlson*
- Submit check/deposit registers to Sandra Carlson*

**services provided by State Bar at no charge to Sections utilizing
Accounting Management Services*

Treasurer Responsibilities (cont'd)

- Prepare Section financial reports*
- Present Section financial reports to Section Council
- Collect sales tax and remit to the State Bar*
- Collect W-9 forms from service vendors prior to payment*
- Submit completed W-9 forms to Sandra Carlson*
- Other duties as described in individual Section by-laws

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Budgets

- **Budgets are due to the State Bar on or before July 15th of each year**
- Budget worksheets are sent to treasurers in March
- Use miscellaneous categories sparingly
- Please use the chart of accounts from sample provided in
Treasurer's Guide

Section Reimbursement Requests

- Current mileage reimbursement rate: \$.540 per mile, effective 1/1/16
- Receipts should be submitted with reimbursement requests
- Please process in a timely manner

Investments

Section funds must be invested consistent with the investment policy as set forth in Section 3.05 of the State Bar Policy Manual.

Section-related excerpts from the State Bar Policy Manual are provided in the Treasurer's Guide.

Reports & Records

These items are due on a monthly basis:

- Check/deposit registers & bank statements
- Sales revenue report & sales tax payment
- Tax form W9 (when applicable)
- Please respond to Section Accountant's requests for expenditure approvals as quickly as possible

Financial Packet

Each set of financials contains the following:

- Statement of Revenues & Expenditures
- Revenues & Expenditures Prior Year Comparison
- Balance Sheet
- Bank Reconciliation(s)
- Transaction Detail by Category

Dues

Section dues collected by the State Bar are paid to Sections quarterly in April, July, October and January.

Dues payments collected by individual Sections are deposited directly into the Section's bank account.

Banking

Sections are entitled to select a financial institution of their choice.

Should a Section choose to bank with PlainsCapital Bank, services include:

- Fees paid
- Funds collateralized
- Bank liaison
- Interest bearing accounts

Sales Tax Responsibilities

1. Remit payment of sales tax collected to the State Bar by the 10th of each month
2. State Bar of Texas Sales and Use Tax Permit is included in Treasurer Guide
3. Texas Sales and Use Tax Exemption Certificate is also included in Treasurer Guide

Record Retention

- Requirements for record retention included in Treasurer Guide
- Sections records may be sent to the State Bar for safekeeping.
- Records will be stored at an off-site storage facility and destroyed according to retention requirements.
- There is NO CHARGE for the storage service.

Miscellaneous Information

- Section tax ID # is the same as the State Bar: **74-6000148**
- All Sections part of the State Bar
- Sales tax exempt government agency



Questions?

Contact information:
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