

## Treasurer

### A. Charge

The Treasurer maintains the accounts and ledger of the Chapter, collects membership dues, invests Chapter funds and, if required, prepares the Chapter's tax return. **[revised 4/99]**

### B. Articles/Bylaws Statements

1. The officers of the corporation shall consist of a President, Vice-President - President Elect, Secretary, Treasurer, Immediate Past President and two Members-at-large. ... The secretary and treasurer shall each serve for two years. The officers shall serve without compensation. (*Articles, Art. VI, Sec. 1*) **[revised Annual Meeting - 7/12/98]**
2. If the office of either secretary, treasurer or member-at-large becomes vacant for any reason, the president will be empowered to appoint a successor to fill that office for the remainder of the unexpired term. (*Articles, Art. VI, Sec. 1*) **[revised Annual Meeting - 4/18/97; revised Annual Meeting - 7/12/98]**
3. No officer shall hold more than one office in this Chapter at one time, ... (*Articles, Art. VI, Sec. 1*)
4. All officers shall be installed at the conclusion of the Chapter meeting following their election or appointment and serve until their successors are elected or appointed, and qualified. (*Articles, Art. VI, Sec. 1*)
5. The officers shall together act as the Board of Trustees and the immediate past president shall serve on the Board of Trustees. The Board of Trustees shall be the Executive Committee of this corporation and shall have general supervision, management and control of the business, affairs and activities of the corporation, subject, however, to other articles of these Articles of incorporation and the bylaws and in accordance with the policies agreed upon by its members. (*Articles, Art. VII, Sec. 1*)
6. The assets and income derived from the assets of this corporation shall be used solely for educational and scientific purposes. Any disbursements shall be at the approval and direction of the Board of Trustees and the members in accordance with the bylaws. No part of the net earnings of the corporation shall inure to the benefits of, or be distributable to, its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. (*Articles, Art. X, Sec. 1*)
7. Membership categories ... (*Bylaws, Art. I, Sec. 1*)
8. All dues, individual, associate, and institutional shall be paid no later than three months after the due date appearing on the dues notice. The treasurer shall suspend the membership of any person who has not paid within the time allotted. A suspended membership shall be restored upon payment of dues for the current year. (*Bylaws, Art. I, Sec. 2b*) [Editor's Note: In practice, the individual responsible for maintaining the membership database controls the removal of names from the membership list.]
9. The treasurer and a member-at-large shall be elected by mail ballot in February of each odd-numbered year. (*Bylaws, Art. III, Sec. 2*) **[revised Annual Meeting - 7/12/98]**
10. In the event that the office of vice-president/president elect becomes vacant, a special election will be held to fill that office for the remainder of the unexpired term. Candidates for this special election will be selected by the Executive Committee. At the discretion of the Executive Committee, the special election may be held by mail or by a voice vote at a Chapter meeting. (*Bylaws, Art. III, Sec. 3*)  
**[revised Annual Meeting - 4/18/97]**

### C. Responsibilities

1. General Financial Matters

- a. Income and Receipts
  - (1) The Treasurer maintains records for the receipt of:
    - (a) Membership Dues
    - (b) Donations
      - i) Donations are usually associated with vendor contributions that underwrite chapter events
    - (c) Newsletter Advertising
    - (d) Registration Fees
      - i) The income from each meeting, seminar, or other Chapter event should be individually recorded.
  - (2) Cash or Checks submitted for deposit in chapter accounts must be accompanied by appropriate documentation including: **[revised 4/99]**
    - (a) A cover memo indicating the name and affiliation of the individual submitting the funds;
    - (b) Any supporting documentation, such as registration forms, advertising agreements, etc.
    - (c) Original copies of supporting documentation is retained in the Treasurer's files for tax and audit purposes.
- b. Disbursements and Checks
  - (1) The Treasurer maintains records for the disbursement of :
    - (a) Expenses incurred in the execution of chapter events
      - i) Annual chapter meeting
      - ii) Annual educational institute
      - iii) Annual business meeting
      - iv) Reception during AALL annual meeting
    - (b) Prizes
    - (c) Gifts
    - (d) Officer expenses as authorized by Chapter policies
    - (e) Committee expenses as authorized by Chapter policies
  - (2) Requests for expenditure of Chapter funds must be accompanied by appropriate documentation including: **[revised 4/99]**
    - (a) A cover memo indicating the name and affiliation of the individual requesting the funds and the reasons for the request and
    - (b) Any supporting documentation, such as an invoice or receipt.
    - (c) Original copies of supporting documentation is retained in the Treasurer's files for tax and audit purposes.
    - (d) Email requests for funds will be honored only for planned expenses and only with the approval of the President. **[added 4/99]**
      - i) Copies of all email correspondence relating to the request will be kept in the Treasurer's files.
      - ii) Supporting documentation must be forwarded within five business days.
      - iii) The Treasurer is responsible for ensuring that supporting documentation is received.
  - (3) In the instance of a questionable request for reimbursement, the Treasurer will consult with the President regarding the appropriateness of the request.
- c. General Accounting Procedures

- (1) The Chapter currently uses QuickBooks Pro Edition financial software for the check register, general ledger, and reporting. **[added 4/99, revised 4/06]**
  - (2) Prepare, sign and mail checks for Chapter expenses. **[revised 4/99]**
    - (a) Retain photocopies of signed checks and attach to supporting documentation. **[added 4/99]**
  - (3) Make deposits for funds submitted to the Chapter. **[revised 4/99]**
    - (a) Retain photocopies of checks and documentation **[added 4/99]**
  - (4) Balance the chapter's checking account **[added 4/99, revised 5/06]**
  - (5) Maintain a general ledger record for the transfer of chapter income and expenses. General ledger categories include:
    - (a) Income
      - i) Dues
      - ii) Chapter Events – Separate category for each event, ex: chapter meeting, chapter reception, institute
      - iii) Newsletter Advertising
      - iv) Vendor Support
      - v) Interest Income
    - (b) Expenses
      - i) Corporation report
      - ii) Tax return preparation
      - iii) Chapter events – Separate category for each event, ex: chapter meeting, chapter reception, institute
      - iv) Newsletter -- Separate categories for printing, postage, mail permit
      - v) Printing
      - vi) Postage
      - vii) Scholarships
      - viii) Miscellaneous expenses - includes SEAALL Service Award, supplies, bank charges
- d. Financial Reports
- (1) Quarterly financial report
    - (a) The Treasurer prepares a quarterly financial statement which is submitted to the editor of the *Southeastern Law Librarian*.
    - (b) The financial statement lists all income and all expenses, by category, for a 3-month period.
    - (c) The financial statement should be printed on SEAALL stationery for the files.
  - (2) Annual financial report
    - (a) The annual financial report is prepared for distribution at the annual chapter meeting.
    - (b) The statement lists all income and expenses, by category, for the chapter fiscal year (April 1 to March 31).
    - (c) The annual financial statement is prepared on SEAALL stationery.
    - (d) A copy is provided to the editor of the *Southeastern Law Librarian*.
2. Chapter Budget **[added executive committee meeting - 4/17/97]**
- a. President will contact each officer and committee chair prior to the annual chapter meeting for information on expenses and revenue during the past year.

- b. President will prepare preliminary budget for Vice-President/President-Elect.
  - c. After assuming office, new President will contact officers and committee chairs regarding additional expenses required for upcoming year.
  - d. President will present final budget to Executive Committee during the annual chapter business meeting.
3. Specific Chapter Activities
- a. Dues
    - (1) General guidelines
      - (a) The chapter membership year runs July 1 - June 30. **[revised executive committee meeting - 4/17/97]**
      - (b) Membership dues are payable by July 1 each year. Any individual not submitting payment by August 1, is considered delinquent and will be dropped from the membership list. **[revised executive committee meeting - 4/17/97]**
      - (c) The Treasurer has the responsibility for determining that the membership category indicated on the renewal form by an individual applying for membership is accurate.
    - (2) Renewal Memberships
      - (a) Dues notices are prepared in cooperation with the member maintaining the membership database and mailed by April 1 of each year. **[revised executive committee meeting - 4/17/97; revised 4/06]**
        - i) Dues notices should include a box to indicate a new member. **[added 4/99]**
        - ii) Any changes in the form of the dues notice should be discussed with the Executive Committee and the member maintaining the membership database. **[added 4/99]**
      - (b) In preparation for mailing dues notices, the Treasurer should:
        - i) Obtain mailing labels from the member who maintains the membership database.
        - ii) Create and duplicate the dues notice
        - iii) Due to the volume of mail, dues notices should be returned to the Treasurer (not to the general SEAALL address)
      - (c) Checks should be deposited within one week of receipt.
      - (d) Copies of all returned dues notices should be mailed to the member maintaining the membership mailing list. If the dues notice indicates that a membership is that of a new member, a copy of the form should also be sent to the Chair of the Membership Committee and to the administrator of SEAALL-L. **[revised 4/99, 5/06]**
      - (e) The original returned dues notices should be maintained in the Treasurer's files. **[revised 4/99]**
      - (f) A reminder notice about membership renewals should be submitted to the editor of *the Southeastern Law Librarian* in May for publication in the summer issue.
      - (g) Occasionally, the President has authorized a special reminder mailing to individuals not responding to the initial dues notice.
    - (3) New Memberships
      - (a) Applications for new memberships received at times other than the annual renewal period are required to pay the full membership fee. Part year memberships are not available.
      - (b) Copies of the completed membership form for new members should be sent to the member maintaining the membership mailing list and to the Chair of the Membership Committee. **[revised 4/99]**

- (c) Original membership forms should be retained in the Treasurer's files.
    - (d) Additional details on procedures for processing new memberships can be found in the Handbook sections devoted to the Membership Committee
  - b. Lucile Elliott Scholarship
    - (1) Additional details on the procedures for the annual chapter meeting and educational institute can be found in the Handbook sections devoted to the Scholarship Committee
    - (2) President, in consultation with Treasurer and other members of Executive Committee determines amount of money available for scholarships by September 1.
      - (a) At least \$3000 has been available for distribution annually since 1990 **[revised 4/99]**
    - (3) Chair of Scholarship Committee notifies Treasurer of names and addresses of scholarship recipients, the amount of the award, and the date funds are required by the recipient.
    - (4) Treasurer calendars dates to cut and mail checks.
  - c. Annual Meeting/Educational Institute
    - (1) Additional details on the procedures for the annual chapter meeting and educational institute can be found in the Handbook sections devoted to the Education, Local Arrangements and Program Committees
    - (2) The Local Arrangements Committee, the Program Committee and the Education Committee prepare a joint budget for the annual chapter meeting and educational institute. This should be approved by the Executive Committee and in place by July 31 of the year prior to the meeting.
    - (3) The Treasurer handles all funds for the meeting. No "seed" money is provided to the Local Arrangements Committee nor is a separate account established.
    - (4) Registration fees and vendor support funds are collected by one of the host institutions (as designated by the Local Arrangements/Program/Education Committees) and are forwarded to the Treasurer for deposit in the chapter account.
    - (5) Bills and speaker reimbursement forms are forwarded to the Treasurer for payment by one of the host institutions (as designated by the Local Arrangements/Program/Education Committees).
    - (6) The Treasurer prepares and distributes to the Executive Committee and Local Arrangements Chair a monthly status report detailing annual meeting expenditures beginning in January of the year of the meeting (or at the time of the first income/expenditure) and continuing until all bills are paid and a final status report is made.
    - (7) Receipts for registration fees may be required at the meeting. The Treasurer prepares receipts.
    - (8) The Treasurer will take the Chapter checkbook to the annual meeting in anticipation of the need to pay bills on site.
- 4. Income Tax Return
  - a. Federal and Florida tax returns are prepared by the Treasurer in consultation with an accountant, if required. Prior to filing, they are reviewed and approved by the Treasurer and President. The Treasurer signs and files the tax returns.
  - b. A copy of all tax returns is provided to the Registered Agent.
- 5. Transfer of Treasury
  - a. Transfer of the SEAALL treasury occurs after the annual chapter meeting following the Treasurer's election in March.
  - b. The outgoing Treasurer will transfer the original disk or cd version of the chapter financial software, electronic and paper copies of the data files to the incoming treasurer and a small sum

- of money (approximately \$250) to the incoming Treasurer for opening an account. [revised 4/99]
- c. The incoming Treasurer should establish an interest bearing account at a bank located conveniently for the Treasurer. If a minimum deposit is required, the Chapter typically has \$8,000 - \$10,000 in the account. Approximately 60 - 70 checks are written during the year.
  - d. The account should be one in which canceled checks are returned to the Treasurer.
  - e. The President should also be a signatory on the account, should the Treasurer become incapacitated or be unable to attend a meeting at which funds are to be disbursed.
  - f. Once all outstanding checks have cleared, all funds remaining in the Treasury are wired to the new account by May 31. [revised 4/99]
  - g. The outgoing Treasurer will uninstall the Chapter financial software once transfer is completed and the old chapter bank account is closed. [added 4/99]
6. Future Chapter Meetings [revised Executive committee meeting - 4/17/97]
- a. The Executive Committee, in conjunction with the President, reviews and approves applications for hosting the annual chapter meeting as received by the Secretary. Sites should be chosen at least two years in advance of the meeting if possible.

#### **D. Special Authority**

1. Checks for an amount in excess of \$500.00 must be approved by the Executive Committee, with the exception of requests from the Local Arrangements Committee for anticipated expenses which must be accompanied by approval from the President. [revised 4/99]
2. Investment of Chapter Funds
  - a. The Treasurer, in consultation with the Executive Committee, has the authority to invest any excess chapter funds. [revised 3/00]
  - b. Investments should be limited to certificates of deposit of terms no longer than 6 months, unless an excessive amount of cash is on hand.
  - c. The chapter's greatest expenditures of funds occur immediately preceding and following the annual chapter meeting. The Treasurer should maintain significant cash reserves at that time.

#### **E. Relationship with Other SEAALL Officers, Administrative Positions and Committees**

1. Executive Committee
  - a. Works to streamline payment of chapter activities
  - b. Consults regarding the investment of chapter funds. [added 3/00]
2. Archives
  - a. Forward chapter records as identified in section G below.
3. Handbook Editor
  - a. Notify of modifications in chapter procedures to be documented in Handbook.
4. Membership Database
  - a. Coordinate maintenance of accurate records of paid members.
5. Registered Agent
  - a. Provide copies of tax returns.
6. Local Arrangements Committee
  - a. In conjunction with other members of Executive Committee, approve budgets for the annual

- educational program and the annual institute.
  - b. In conjunction with other members of Executive Committee, approve unanticipated expenses in the execution of the annual chapter meetings and institutes.
  - c. Coordinates payment of bills and receipt of sponsorship funds for annual chapter meeting. **[revised 4/99]**
7. Membership Committee
- a. Upon receipt of dues payment, provide the committee with information on new members.
  - b. Work with the committee to determine current membership roles for preparation of the Membership Directory.
8. Newsletter/Public Relations Committee
- a. Prepare financial report for each newsletter issue.
  - b. Consult the most recent issue of the *Southeastern Law Librarian* for copy deadlines.
  - c. Process invoices for newsletter activities promptly.
9. Nominating Committee
- a. In conjunction with the other members of Executive Committee, approve slate of candidates by December 1. **[revised 3/00]**
10. Program Committee
- a. In conjunction with other members of Executive Committee, approve budgets for the annual educational program and the annual institute.
  - b. In conjunction with other members of Executive Committee, approve unanticipated expenses in the execution of the annual chapter meetings and institutes
11. Scholarship Committee
- a. In conjunction with other members of the Executive Committee, set the amount of funds available for scholarship awards by July 31.
  - b. Coordinate distribution of funds to scholarship recipients.

#### **F. Reimbursement of Officer Expenses**

- 1. Ordinary expenses incurred in the performance of the duties of the Treasurer will not be reimbursed by the Chapter.

#### **G. Chapter Records**

- 1. Receive from predecessor
  - a. Original disk or cd copies of the accounting software currently in use by the chapter. **[added 4/99]**
  - b. Electronic and print copies of all financial records. **[added 4/99]**
  - c. General ledger of Chapter transactions for the preceding two years.
  - d. Records of all receipts and disbursements (copies of checks or canceled checks, etc.) for the preceding two years.
  - e. Bank statements for the preceding two years.
  - f. Corporation reports for the preceding two years.
  - g. The Chapter's final budgets for the preceding three years.
  - h. Income tax returns for the previous seven years.
  - i. Audit reports for the preceding seven years (if in existence).
  - j. Significant correspondence relating to the Chapter's accounts, income tax returns, etc.

2. Collect during term
  - a. Copies of the items enumerated above
3. Convey to successor/Archives
  - a. All items enumerated above for the previous two years.
  - b. The Treasurer should convey to the Chapter's Archives, copies of income tax returns and audits older than seven years and print copies of all historical financial records. **[revised 4/99]**
  - c. All other materials accumulated by the Treasurer during his/her term should be discarded (membership forms, etc.)

## H. Calendar of Responsibilities

### 1. First Year of term

**March/** Attend Executive Committee meeting during annual chapter meeting.

**April**

Assume office at end of business meeting during annual chapter meeting.

**April**

Coordinate transfer of funds with outgoing treasurer after annual chapter meeting.

Open checking account with seed money and make certain President is signatory on the account. **[added 4/99]**

Install and become familiar with financial software currently in use by chapter. **[added 4/99]**

Chapter fiscal year begins April 1.

*Southeastern Law Librarian* copy due April 30. **[added 3/00]**

**May**

Prepare and send dues reminder notice to editor of the *Southeastern Law Librarian* in time to meet publication deadline.

Transfer of treasury funds complete by May 31.

File federal and/or state of Florida income tax return. [This may require assistance of immediate past Treasurer.] **[revised 4/99]**

**July**

Chapter membership year begins

Attend Executive Committee meeting during AALL annual meeting and chapter business meeting held at AALL annual meeting.

Confirm with President that budget for annual chapter meeting has been accepted by July 31.

Confirm with President funding available for the Lucile Elliott Scholarships.

*Southeastern Law Librarian* copy due July 30. **[added 3/00]**

**August**

Prepare and send April 1-June 31 financial statement to editor of the *Southeastern Law Librarian* in time to meet publication deadline.

Deadline for payment of renewing membership dues (August 1). **[revised 4/99]**

**September** Consult President for decision on mailing final dues reminder notice to members who have not renewed.

**October** Contact local arrangements, program and education committees about annual meeting budget. Insure that budget has been approved by Executive Committee.

*Southeastern Law Librarian* copy due October 30. **[added 3/00]**

**November** Send July 1- September 31 financial statement to editor of the *Southeastern Law Librarian* in time to meet publication deadline.

Approve slate of candidates by December 1. **[added 3/00]**

**December** Receive information on scholarship recipients from Scholarship Committee by December 15. Calendar dates to cut and mail checks.

**January** Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.

*Southeastern Law Librarian* copy due January 30. **[added 3/00]**

**February** Send October 1- December 31 financial statement to editor of the *Southeastern Law Librarian* in time to meet publication deadline.

Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.

**February/** Handbook modifications due to editor one month prior to annual chapter meeting  
**March**

Prepare dues invoice. Obtain mailing labels from member responsible for maintenance of membership database Mail dues notice by April 1.

**March/** Prepare full year financial statement (April 1 - March 31).  
**April**

Attend annual chapter meeting and present annual Treasurer's report during business meeting.

**April** Contact Chapter's Registered Agent regarding amount required to file annual report with the Florida Secretary of State.

Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.

Change Presidential signature on chapter bank account. **[added 4/99]**

*Southeastern Law Librarian* copy due April 30. **[added 3/00]**

## 2. Second Year of term

**May** Send full year financial statement (April 1 - March 30) to editor of the *Southeastern Law Librarian* in time to meet publication deadline.

Send dues notice to editor of the *Southeastern Law Librarian* in time to meet publication deadline.

Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee, Local Arrangements Committee Chair and Education Committee Chair.

File federal and/or state of Florida income tax return.

**June** Prepare status report on annual chapter meeting expenditures. Distribute to Executive Committee and Local Arrangements Committee Chair.

**July through March** See first year responsibilities.

**March** Coordinate preparation of dues notice. Dues payments to be returned to incoming treasurer.

**April** Coordinate transfer of chapter funds to incoming treasurer.

**I. Relevant Chapter Forms [Revised 3/98]**

1. Dues notice
2. Financial Report - Quarterly, Annual
3. Sample check -- (*Editor's Note: pending*)
4. Stationery -- (*Editor's Note: pending*)
5. Scholarship Recipient Letter -- (*Editor's Note: pending*)
6. Membership brochure/application form
7. Budget report