

STATE BAR OF TEXAS



ACCOUNTING MANAGEMENT SERVICES GUIDE

Services provided at no charge to Section:

- Monthly financial reports provided to the Section Treasurer
- Monthly cash and investment account reconciliation
- Dues checks deposited directly into the Section's account immediately upon issue
- Other deposits made to Section bank account/s
- All Section bills paid, including reimbursements and State Bar billings
- Sales tax is calculated and paid
- Vendors are tracked for IRS compliance; tax forms are collected as necessary, and tax payments are made to the IRS
- Liaison with PlainsCapital Bank, (when applicable – NOT a requirement for making use of the accounting management services offered)

Deposits are made as they arrive at the State Bar. The Treasurer receives reimbursement requests and invoices, and forwards them to the Section Accountant with approval for payment. The State Bar pays these expenses using State Bar funds. At the end of the month, the Treasurer receives an itemized invoice listing all the expenses paid on behalf of the Section in the prior month. Upon the Treasurer's approval, reimbursement is made to SBOT from Section funds. The Section's Treasurer approves all expenditures before they are paid.

These services keep the Section in compliance with State Bar financial reporting requirements. Another benefit is the accounting and financial reporting consistency provided, since the Section does not transfer accounting records and change banks, bookkeeping methods and/or software programs each year.