

Introduction to the Treasurer Role

Marni Fidler,
Sections Accounting Manager



What does a Treasurer Do?

1. Review, approve, and submit invoices and reimbursements per your Section policies.
2. Review the financial statements, bank reconciliations, and accounting reports.
3. Track the budget spend & help to draft the next year's budget.
4. Present the financial statements to your council.

Invoice and Reimbursement Approval and Submission

1. Customized reimbursement forms with section treasurer information are available to distribute to your section members who need reimbursement.
2. All reimbursement forms should be signed by the recipient, supported with receipts, and approved according to Section policy.
3. All reimbursement requests should be submitted within 45 days after travel.
4. Section Treasurers can submit invoices and reimbursement forms directly to sectionpayments@texasbar.com as an email attachment.
5. The State Bar does not pay sales tax, so please request that sales tax be removed if being charged on an invoice.
6. Hotel contracts and other contracts should be submitted through Lyndsay's team well in advance.

EFT Payment Form

State Bar of Texas
Vendor Authorization Agreement for Electronic Payment

CHECK ONE: ☐ NEW ☐ CHANGE

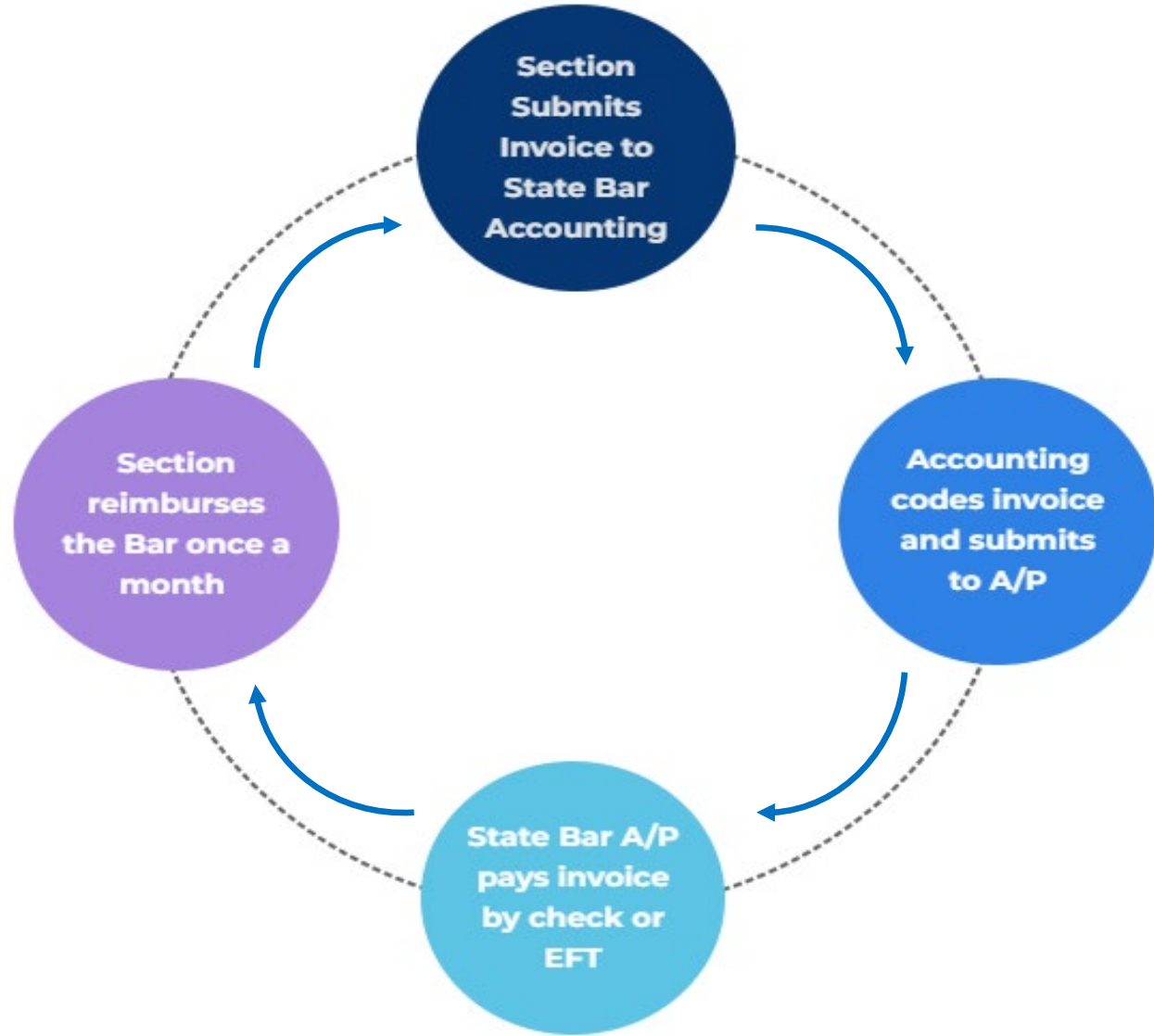
Vendor Name: _____

Vendor Address: _____

Vendor authorizes the State Bar of Texas to initiate credit entries to the account indicated below. If monies to which Vendor is not entitled are deposited into such bank account, Vendor authorizes the State Bar of Texas to direct the bank to return these funds. This authorization remains in effect until written notification from Vendor is received by the State Bar of Texas canceling this agreement.

Bank Name: _____

Payment Cycle of Invoices



Revenue – (primarily handled by SBOT)

- **Section Dues Revenue** – collected by the State Bar, reconciled, then transferred quarterly to the Section in June, September, December & March
- **Investment Income** – recorded by the Section Accountant per statements
- **Event Revenue** – recorded by the Section Accountant if SBOT manages registration
- **Sponsors** – work with your Section Accountant

Monthly Financial Packet from SBOT

- The State Bar's Accounting Department will prepare monthly financial reports for all Sections containing the following:
 - Statement of Revenues & Expenditures
 - Balance Sheet
 - Bank Reconciliation(s)
 - Detailed Accounting Reports
 - Detail of expenses paid by SBOT on behalf of the Section

Sections Accounting

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Questions?

Thank you!

