

Treasurer Guidelines

General Financial Information

The bar's fiscal year ends December 31. The Accounting Department produces monthly financial statements for each section. The statements include monthly revenue and expense, year-to-date activity, comparison to current budget, and prior year's month-to-date and prior year-to-date activity.

All section receipts and disbursements must be made from the Oregon State Bar checking account. Under no circumstances should a section maintain a separate checking account or process its receipts through a firm or attorney's bank account.

Timing of Financial Statements

Books are held open until the 5th working day of the next month to allocate relevant items to the correct month. Any transactions received after this date may be reflected on the next financial statement. Financial statements should be available by the tenth working day of the month, except the months of December and January. As part of the year-end process, December financial records are held open longer than normal in order to post transactions into the correct fiscal year.

Budgets and Long Range Plans

The section can request to change its member dues annually in accordance with Article II, Section 3, of the Standard Section Bylaws. Budgets are due annually by October 15th, if the section is planning a dues increase. If no dues increase is proposed then the deadline is December 1st.

Revenue

Membership Fees General Information: The Accounting Department emails a membership fee statement reminder, including Section membership fees to all active and inactive members annually. It also processes all section membership fee payments. A member may join a section through October 31st of each calendar year. Membership is based on a calendar year and membership dues are not prorated.

Associate and non-attorney section membership is provided in the Standard Section Bylaws, unless the section membership votes not to allow associate members. Non-attorneys may join a section by completing an "Application for Associate Section Membership" form, and paying the current year's section dues. See Standard Section Bylaws, Article II, Section 2 for definition of associate members.

Applications for Associate Section Membership are available from the bar's Accounting Department or online at www.osbar.org and selecting the OSB forms library. The Accounting Department sends a renewal notice to the associate members for each section from the prior year's roster. Any questions on these memberships should be addressed to the Accounting Assistant, at Ext. 304.

Cash Receipts

If sections collect money, e.g. section CLE registrations, these funds must be sent to the bar for deposit and recording in the section's revenue. All bundles of checks sent to the bar MUST be accompanied by a completed Cash Received form. The total on the Cash Received form must equal the total money sent in that bundle. This form is available online in both Excel and Word formats. The following items listed on the Cash Received form: the section name, date of event, the revenue account code to apply the funds to, a roster of persons paying for the event, the name on the check, the amount of check, check number and a grand total of funds submitted to the bar.

Please do not mail cash to the bar. When dealing with cash, deposit it in your personal account and submit a check to the Oregon State Bar, equal to the cash deposited.

Credit card processing as a method of payment is not available to Sections for data security reasons. An exception is made if a section uses the online registration services of the CLE Seminars department.

Expenses and Assessments

Bar Services: The Section is charged a per-member assessment for the services provided by the bar (see Menu of OBS Services.) This assessment is made each time a member or associate section member joins the Section and is reflected on the financial statements under "OSB Support Services."

The assessment is \$8.00 per member.

Conference call charges: Conference call charges attributable to sections and invoiced to OSB will be charged directly to the sections each month by the OSB accounting department. Upon request the accounting department will send section treasurer a copy of the detailed invoice for sections conference calls, thereby documenting the direct charge. If the conference call invoice detail appears to be correct, no action from the treasurer is necessary.

Credit Card Assessment: The bar accepts VISA and MasterCard payments for section CLE co-sponsorship events. The bank charges OSB a fee for processing credit card transactions. This fee will be passed on to the section; currently it is approximately 3%.

Guest Expenses: With prior approval from a Section's Executive Committee, guest expenses will be reimbursable under the following conditions. First, guests must be a spouse, domestic partner, or household member of an executive committee member. Second, reimbursement is only allowed for official executive committee meals (not including alcohol) which the spouse, domestic partner, or household member is expected to attend. Reimbursement is not allowed for guest transportation or lodging expenses separate and above the executive committee member's expense. Third, reimbursement of guest expenses made to an executive committee member must be less than \$600 per calendar year.

Alcoholic Beverages: Per Bar Bylaw 7.501(e), bar and section funds cannot be used for the purchase of alcoholic beverages. Reimbursement or payment of the cost of alcoholic beverages from section funds is prohibited.

Check Requests: To process a member expense or a vendor invoice, please use either Member Expense Reimbursement or Section Check Request Form (Both are available online). Treasurers should route these requests to the OSB, Attention: Accounts Payable. A section treasurer cannot approve their own or their firm expense reimbursements. Section chair approval is required on all section treasurer reimbursement requests.

Vendor Payment: To mitigate the problem of delay in payment to vendors such as printers, hotels, etc., vendors shall be instructed to send the invoice to the bar's Accounts Payable Department and to state on the invoice the name of the section. The bar will forward the invoice to the current section treasurer for approval. These may be delivered electronically by email to: accounting@osbar.org.

Invoicing: To ensure accurate record keeping, ALL invoicing must be done through the bar's accounting system. Therefore, sections may **not** generate "invoices" on their own. (Solicitation/confirmation letters are suitable without the word "invoice" mentioned.)

The OSB Accounting department will provide invoicing services for the sections upon request. A typical example is event sponsorships whereby firms have agreed to sponsor an event, but require an invoice from the bar/section to make the payment to the section.

Please note: the bar does not invoice for seminar, conference or other event registrations. Event registrants shall submit payment at the time they register.

To request invoicing, please e-mail the particulars to accounting@osbar.org. There is no charge for invoicing services.

Contracts and Independent Contractors

All contracts with vendors shall be reviewed and executed by the OSB General Counsel or Executive Director.

Section members are not authorized to oblige the OSB contractually.