

## TEXAS COURT CLERKS ASSOCIATION Certification Program Financial Manager

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According to the Bylaws, the Financial Manager shall collect, receive and have custody of all funds derived by and from the Court Clerks Certification Program. They will deposit funds in a bank and will provide expenditures of such funds. All checks will have the signature of two of the three individuals listed on the current bank signature authorization card. They will perform all other duties required of the Treasurer as they relate to the Certification Program funds.

As of October 3, 2007, the Certification Program Financial Manager position will remain a committee chair position, but will be required to attend all TCCA Board meetings.

There are three Board Meetings and one Annual Business Meeting per year. The Pre-Conference Board Meeting, Annual Business Meeting and Post Conference Board Meeting are usually held in October. The Mid Year Board Meeting is usually held in the Spring. Failure to attend three of these four meetings beginning at the Post Conference Board Meeting for a twelve-month period shall constitute good cause for removal from office, unless good cause is shown and approved by the Board of Directors. Expenses to attend the Mid Year Board Meeting are paid by TCCA. Expenses for all other meetings are not reimbursable by TCCA. Budget restraints do not constitute "good cause" for absence from a TCCA Board Meeting.

As the Committee Chair, you will be required to submit a report to the Board of Directors during the Mid Year Board Meeting and Pre-Conference Board Meeting. The report should include committee membership information, information regarding committee meetings and financial information (if applicable). The report submitted during the Pre-Conference Board Meeting will also be submitted to the general membership during the Annual Business Meeting. The financial reports should mirror the TCCA financial reports prepared by the TCCA Treasurer.

The Revenues and Expenditures Report should include all transactions occurring during the fiscal year in sequential transaction date order, i.e.,

- the date a check is actually written
- the date a purchase is made (by either credit card or on-line bill pay) and
- the date of the deposit slip

Reports should be submitted to the Annual Conference Host no later than the date requested by the President or Conference Host. The Bylaws require that reports be included in each of the meeting binders and must be submitted timely so that the Conference Host has sufficient time to prepare the meeting binder. If you are unable to submit your report to the Host as requested, it then becomes your responsibility to contact the Host and confirm how many copies of the report

you must print and bring with you to the meeting. Reports should be stapled together and hole-punched for placement into a three-ring binder. A copy of your reports must be sent to the Secretary via email for permanent electronic storage.

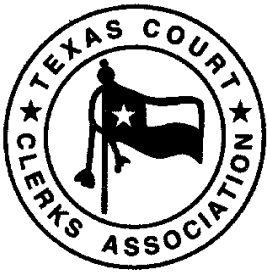
Correspondence between Board Members and Committee Chairs may be done via email as long as the current listing of Board Members and Committee Chairs includes an email address. It is recommended that any correspondence sent using email require a return receipt. Correspondence must be mailed via the postal service to any Board Member or Committee Chair who does not have an email address.

Board members will be asked to sign a Code of Ethics during the Post Conference Board meeting. The signed copy will be maintained by the Secretary. If the signed copy is scanned as a permanent document and stored electronically, the original may be destroyed. A new Code of Ethics will be signed by board members each year.

Job Descriptions will be distributed to all Board Members during the Post Conference Board meeting. Board members should notify the Secretary of any changes. Sample forms and letters should be emailed to the Secretary for electronic storage.

It is the responsibility of the Committee Chair to follow the Records Retention Schedule for any records maintained while serving as Committee Chair.

Should a new appointment be made to serve as Committee Chair, it is the responsibility of the immediate past chairperson to deliver all records regarding the committee to the newly appointed chairperson as soon as possible following the appointment.



**TEXAS COURT CLERKS ASSOCIATION**  
**Mission Statement**  
**September 23, 1988**

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There is no other position in municipal management, other than City Manager and City Attorney; which faces greater complexity on a daily basis than the Court Clerk. The TCCA makes a concerted effort to assist clerks in the management of their municipality's justice system.

- 1) The Texas Court Clerks Association is to insure the highest quality of court management for member and non-member courts.
- 2) The TCCA works assertively to maintain an open public forum to serve to the citizens.
- 3) The TCCA reviews administrative procedures to protect due process and reduce potential liability for the city.
- 4) The TCCA designs management strategy, which assures a neutral magistrate in the courtroom before the public.
- 5) The TCCA encourages the maintenance of daily court activity, which endorses no greater benefit for the police than the citizen.
- 6) The TCCA keeps a vigil to deny clerks, citizens, police, management and judges from using the courts as an instrument of revenge.
- 7) The TCCA provides assistance to any Court wanting a review of its administrative process to enhance or enrich the quality of its service.
- 8) The TCCA assesses the impact of present and future legislation on the operations of courts.

## Checking and Savings Account:

Bank: Grand Prairie Credit Union

Account Number: 2/49724

Check writing: Two of the three authorized persons to sign checks must sign each check no matter the amount. Currently the following are authorized to sign checks:

TCCA President

Education Committee Chair

Certification Financial Manager

### ➤ **Bank Statements**

- ❑ You will receive a monthly bank statement for the checking account and a quarterly statement for the savings account.
- ❑ You should fill in the back of the monthly statement to reconcile the checkbook with the bank statement.
- ❑ You should show the reconciliation by annotating the checkbook.

### ➤ **Receipts**

- ❑ Receipts will normally come from TMCEC (Margaret Danforth) on a monthly basis and from the general membership at the TCCA Annual conference. These receipts will be for those persons who have signed up for a preparatory study session or to take a Level exam.
- ❑ Process these receipts as soon as possible for deposit. A form is available to record the information on the city and tester. A written receipt of the money is not necessary as the check is the receipt.
- ❑ TMCEC only forwards money for exams at \$50.00 per tester.
- ❑ Prior to the TCCA conference you will receive monies for Prep courses at \$15.00 per participant and Examinations at \$50.00 per tester (make a list of each level's participants for the prep courses and examinations – see disk labeled TCCA).

### ➤ **Fiscal Year**

- ❑ The fiscal year for the Association is September 1 through August 31 of the following year.

### ➤ **Disbursements**

- ❑ Disbursements are made for qualified certification activity. If you are not sure of a disbursement request, check with the Education Committee Chair and the TCCA President.

- All disbursements should be made or attached to a disbursement form. You will need to check the figures for correctness prior to the disbursement. You are signing that they are true and correct.

➤ **Records**

- Records of disbursements, revenues, invoices, request for payment, tester sign up sheets and any other paperwork must be filed for future reference. We have a destruction policy and some of the papers may be destroyed (the Secretary should have a copy of the policy).

➤ **Board and Committee Meetings**

- You should attend all Education Committee and TCCA Board meetings. If a report is required and you cannot present the report, the Education Committee Chair should make the report.

<b>Record Description</b>	<b>Retention Period</b>
Agendas	Permanent
Articles of Incorporation	Permanent
Audio Tape Recordings	2 years
Awards Lists	Permanent
Bank Statements	FE+5 years
Board of Directors Listings	Permanent
Budgets	FE+5 years
By-Laws	Permanent
Certification Program - Misc. Correspondence	5 years
Code of Ethics	Permanent
Conference Budgets	5 years
Conference Guidelines	Permanent
Correspondence - Miscellaneous	5 years
Equipment Purchased	Life of Equipment
Financial Correspondence	5 years
Financial Reports	Permanent
Forms - Miscellaneous	Administratively Valuable
General Counsel Agreement	Term of contract + 3 years
Grant Applications - Denied	2 years
Grant Applications - Granted	Permanent
IRS Non-Profit Status	Permanent
Legislative Committee Information	5 years
Legislative Updates	End of Legislative Session + 6 months
Meeting Minutes	Permanent
Membership Lists	Permanent
Mid-Year Meeting Information	3 years
Mission Statement	Permanent
Nominations for Office	Election + 1 year
Nominations for Awards	Date Awarded + 1 year

Previous Conference Information	5 years
Records Retention Schedule	Permanent
Scholarship Information	Permanent
Signature Cards	5 years
SJI Grant	Permanent
State of the Association Address	Permanent
Tax Forms	Permanent
TCCA Chapter Information	Permanent
The Scribe	Permanent
TML-TCCA Information	Permanent
Votes by Proxy	Date of Vote + 3 years