

Texas Court Clerks Association

Certification Program Financial Manager

Job Description

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. This individual will perform all other duties required of the Treasurer as it relates to the Certification Program funds. The Certification Financial Manager will deposit funds in a bank and will provide expenditures of such funds. All checks must be signed by the Certification Program Financial Manager. Transactions over $1,000 must have an additional signature by someone who is listed on the current bank signature authorization card.

As of October 3, 2007, it was decided that the Certification Program Financial Manager will remain a committee chair position. Therefore, the person that chairs this position is 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, the Certification Program Financial Manager 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 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 Certification Program Financial Manager’s financial reports should be in the same format as the financial reports that are prepared by the TCCA Treasurer.

The revenues and expenditures report should include all transactions occurring during the fiscal year. These transactions must be in sequential transaction date order, i.e.: the date a check is actually written; the date a purchase is made; and the date of the deposit slip.

Reports should be submitted to the TCCA Secretary no later than the date requested by the Secretary. If you are unable to submit your report to the TCCA Secretary as requested, it then becomes your responsibility to contact the Secretary and confirm how many copies of the report you must print and bring with you to the meeting. A copy of the financial 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 that 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 TCCA Secretary. If the signed copy is scanned as a permanent document and stored electronically, then the original may be destroyed. A new Code of Ethics will be signed by board members and committee chairs each year.

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

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.



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Procedures for Checking and Savings Account

Bank: Chase Bank

Check Writing: All checks must be signed by the Certification Program Financial Manager. Transactions over $1,000 must have an additional signature by someone who is listed on the current bank signature authorization card. Currently the following are authorized to sign checks:

TCCA President

Certification Program Financial Manager

**Fiscal Year**

* The fiscal year for TCCA is January 1st through December 31st.

**Bank Statements**

* The Certifiation Program Financial Manager will receive a monthly bank statement for the checking account and quarterly statements for the savings account (If applicable).
* Each month the Certification Program Financial Manager will reconcile the general ledger by using the monthly bank statement. A Bank Reconciliation Form must be completed each month in order to reconcile the checking account.
* On the general ledger the Certification Program Financial Manager should notate “Bank/Book Balanced”.

**Disbursements**

* Disbursements are made for qualified certification activity. If the Certification Program Financial Manager is not sure of whether or not a disbursement request should be approved, then he/she should check with the Education Committee Chair and the TCCA President.
* All disbursement requests should have a “Disbursement Form” attached to it. The Certification Program Financial Manager will sign the Disbursement Form, which means that he/she is attesting that the disbursement is true and correct.
* Disbursement requests should include TCCA Reimbursement Forms, Mapquest, original receipts and invoices (If applicable).

**Receipts**

* The Certification Program Financial Manager will receive payments for certification testing. These payments will be received via mail (check or money order), or via Pay Pal (online payments), and from the Texas Municipal Courts Education Center (via lump sum check once every quarter).
* Other payments that are received by the Certification Program Financial Manager include: $5 for certificate replacement.
* The Certification Program Financial Manager shall invoice chapters who host chapter testing to reimburse the Education Committee for the following fees: proctor fee, travel, lodging and meals for proctor (if applicable), and shipment of exams.

**Tasks**

* All invoices must be paid timely. Invoices must be paid by the payment due date if specified, or within 30 days of receipt.
* Checks and money orders must be processed for deposit as soon as possible.
* A Deposit Analysis Form must be completed for each deposit that is prepared.
* Funds received through Pay Pal should be transferred to the bank account at least once a month. A Deposit Analysis Form must be completed for each transfer. Each payment should be reconciled and the TCCA invoice (Test Registration) and Pay Pal confirmation (Record of payment) should be placed with each transfer.
* All transfers from the Pay Pal account should be entered on the general ledger.
* The Certification Program Financial Manager will scan and save all financial documents electronically after the transaction has been recorded on the general ledger. There is no time frame specified to complete this task. However, the Certification Progam Financial Manager must ensure that at each Certification & Education Committee meeting copies of these electronic files are given to the committee chair.

**Records**

* All records of bank statements, receipts and deposits along with their backup documentation must be saved electronically (Scanned to USB or portable hard drive), before placing documents in a 3 ring binder. Electronic financial documents must be saved in the sequence that they appear on the general ledger. All hard copy documents must be filed into three categories: bank statements, disbursements and deposits.
* Original hard copy documents will be placed in three binders. One binder is used for bank statements, the second binder is used for disbursements and a third binder is used for deposits. These documents are filed by TCCA’s fiscal year.
* The Certification Program Financial Manager will bring the USB or portable hard drive to each Certificaton & Education Committee Meeting so that the chair can save the copies of the financial documents to the portable hard drive.
* The Certification Program Financial Manager will provide both the original hard copy documents and electronic documents to the auditors for the Mid-Year audit in the spring.
* The Certification Program Financial Manager must comply with the TCCA retention policy. The Secreatry has a copy of the retention policy.

**Board and Committee Meetings**

* The Certification Program Financial Manager should attend all Certification & Education Committee and TCCA Board meetings.
* In the event that the Certification Program Financial Manager is unable to attend a meeting, then the Certification & Education Committee Chair should present the report.

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| **Record Description** | **Retention Period** |
| 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 |