



2013 STANDING RULES TREASURER PALMETTO PARALEGAL ASSOCIATION

PPA BYLAWS – JUNE 2011

Section 11.8. Treasurer. The Treasurer shall (i) attend all Executive Board meetings as a voting member, (ii) deposit all funds and make all disbursements subject to approval of the Executive Board and as provided in the budget (any extraordinary or unbudgeted expenses must be approved by the Executive Board prior to payment by the Treasurer), (iii) shall be responsible for preparing a budget for the ensuing calendar year for adoption by the Executive Board (this budget shall be submitted to and be approved by the Executive Board at least thirty (30) days prior to presentation at the annual meeting), and (iv) shall submit a written financial report to the Executive Board at least quarterly to be attached to the official minutes and be made a part of the permanent record of the Association. All disbursements of Association funds must be by Association check signed by two of the following officers: the President, Treasurer, First Vice President or Second Vice President.

- 1.0 The Treasurer shall maintain the financial records of the Association in an orderly manner.
- 2.0 The Treasurer shall prepare a written report of the financial condition of the Association, including but not limited to all deposits and disbursements for the reported period, not less than once a quarter (preferably monthly), and submit such report at the Executive Board meetings.
- 3.0 The Treasurer shall pay the bills of the Association and make all deposits in a timely manner.
- 4.0 The Treasurer shall keep an accounting of all expenses paid by the Association (as delineated by category in the annual budget) and track actual expenditures to the budgeted amount. Expenditures shall be accompanied by an invoice, receipt, Association Check Request Form or other supporting documentation. The Treasurer shall notify the Executive Board of any category in which the budgeted amount is exceeded.
- 5.0 The Treasurer shall be responsible for assisting the Accountant in the preparation of the Association's tax return which is due on May 15th of each year. The Treasurer will provide the accountant (Ronald S. Lockhart, CPA, P.A.) with all pertinent documentation from the previous years, including but not limited to account reconciliations, bank statements, checking account stubs, deposit slips or any other information requested by the accountant. This information will be provided to the accountant in a timely manner.
- 6.0 The Treasurer shall prepare W-9 forms as submitted by various members/members' employers.
- 7.0 The Treasurer shall be responsible for preparing and submitting to First Citizens Bank new signature cards for each account to accurately reflect the newly elected board members so that the signatures will be in place by the first Board meeting of the following year.
- 8.0 At the beginning of each calendar quarter, the Treasurer shall obtain from the Second Vice President/Membership Chair information regarding (i) new voting and associate members, (ii) sustaining members; and (iii) student members so that the quarterly NFPA dues (due on the 15th day of the month following the end of the previous quarter) can be paid in a timely manner.

9.0 The Treasurer shall assist in the renewal of the bond for officers from Old Republic Surety Company through McCartha, Cobb & Associates.