1993


SEAALL

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MEMORANDUM

October 27, 1993

TO: Pam Williams
    Carol Nicholson
    Connie Matzen

FROM: Sue Burch

RE: Treasurer's Manual

This summer I worked on a manual that I thought might be helpful to future treasurers. I sent a copy to Kathy Heberer, but thought the President, Vice-President and Local Arrangements Chair might find some of the information useful.

For those of us who never had any kind of accounting experience, suddenly finding yourself in charge of thousands of dollars can be an intimidating experience! The purpose of the Manual is to merely provide some guidance for those in charge of SEAALL's money. Obviously each Treasurer will have his/her own way of doing things, but I thought this might at least provide a starting point. Diana Osbaldiston sent me a little information when I took over, and I have expanded on that!

Please feel free to use as you wish. Good luck to you all this year, and please call me if I can provide any information or be of any assistance.

enclosure

Pam - Sue Roach is working on paying the registration fee. An accountant from her office called me and claimed we never " invoiced" him! Anyway, the $125 should eventually be paid.

An Equal Opportunity University
TREASURER'S MANUAL
Policies & Procedures
SOUTHEASTERN ASSOCIATION OF LAW LIBRARIES
I. Background Information

The Treasurer is an officer of the Corporation, serving a two-year term without compensation, and acting with the other officers as the Board of Trustees. This person performs the duties pertaining to the office.

The Treasurer needs to be aware particularly of the following Articles of Incorporation:

Article IX, Section 1: governing the use of assets,
Article IX, Section 4: exhorting careful administration to maintain tax exempt status, and
Article XIII: governing disposition of assets in the event of dissolution.

Bylaws of particular concern are the following:

Article I: Membership, especially Section 2 (b) DUES.

Executive Duties: Prepare a Treasurer's budget annually; make recommendations on expenditures to the Executive Board as appropriate; and confer with Executive Board members and with chairs of other committees as necessary.

CORPORATE INFORMATION: This Chapter is a Section 501 (C)6 corporation, incorporated in the state of Florida. A REPORT to the Florida Secretary of State is required annually. This report is prepared by the corporate officer, who is Mary Forman, and sent to the Treasurer. The Treasurer writes a check in the amount of the corporate filing fee and mails it with the report. Mary also asks for a copy of the signed Report.

The Chapter is a NON-PROFIT corporation and is not required to file a tax return if its gross receipts do not exceed $25,000. However, see the directive from the IRS dated November 30, 1990 for more specific information.

The Chapter's EMPLOYER IDENTIFICATION NUMBER is: 58-1592266 and its accounting period (fiscal year) ends MARCH 31.

II. Opening the Account

The treasury changes hands after the annual July AALL meeting (following the election for treasurer in May). The current Treasurer gives the final Treasurer's report at that meeting and then begins the transfer of funds to the new Treasurer.
Approximately $250 should be given to the new Treasurer in July/August to open an account. After the account is opened, the past Treasurer can then wire funds to the new account. This may take about a month because all checks must clear before the old account can be closed. Try and get an interest bearing account. You may be required to keep a certain minimum balance. We generally have at least $8 - 10,000 in the account. In the past, approximately 60 - 70 checks have been written in a year.

It is VERY useful to have your checks returned. Most of the national banks have a variety of checking accounts available. They go by various names, so you need to look closely at what each offers. Choose a bank that is convenient for you. During dues paying time (May-August) you will make frequent trips to the bank. Attachment 2 is an example of what heading the checks should have.

At least one other Board member ought to have signature authority for the account (should the Treasurer become incapacitated during his/her term!)

Set up an accounting system for receipts and payments. (See part III - Ledger Sheets)

Receipts: dues, donations, newsletter advertising, chapter receptions/breakfasts, prizes, gifts, sundries

Expenses: out of pocket and ex officio expenses as authorized by bylaws

Retain supporting documentation for receipts and payments and reconcile the bank statement with the check book!

Keep a copy of paid members (dues forms).

When required, collect reservation registration monies (for SEAALL events), and keep a tally of the numbers for reservations.

Plan for an audit.

Where possible, invest extra cash advantageously. You will probably not want to invest for longer than 6 months for CD's. Right before the annual meeting (February, March) and after the annual meeting (April, May), you will be paying some big bills, so you will need to have cash on hand.

III. Ledger Sheets / Quarterly Statements

Maintain ledger sheets to keep track of all payments and income. (See Attachment 3). These sheets provide ready made "categories" for your financial statement each
quarter. (Attachment 4) By keeping these ledger sheets current your calculations on the quarterly statements will be very simple. The quarterly financial statement (for inclusion in the Newsletter) lists all income and all expenses, by category, for a 3-month period. You do this by picking up the ending balance of the previous report, adding a summary of receipts and deducting a summary of expenses. The new ending balance should EQUAL the reconciled bank balance.

The quarterly financial statement should be printed on official SEAALL stationery for your files; however, you may E-mail the information to the Editor of the Newsletter. Be sure to get deadlines from the Editor!

At the annual SEAALL meeting you will need to provide a yearly statement. (Attachment 5) This statement covers the time period from April 1 to March 31. You must list everything (in categories) -- all expenses and all income during that fiscal year. The ledger sheets are invaluable for this process.

You will present reports at the Chapter Annual meeting and at the business meeting held during AALL annual meeting. These reports are brief summaries of the status of the SEAALL account.

IV. Budget

If possible, get a budget from the President and find out what demands on the funds will be made by the officers, the newsletter and the committee chairs -- and at what time of the year. For example:

President and Vice-President: may need postage/fax support.

Secretary: needs to print and mail ballots for elections around March. Sometimes his/her institution will pick up the costs.

Treasurer: Needs to print and mail invoices around April. Before mailing the invoices, ask the President about the SEAALL gathering (reception, breakfast or whatever) at the AALL Annual Meeting. It is a saving of postage if the reservation/guest ticket information for this event can be mailed with the invoices.

Newsletter: SEAALL is now paying for the Newsletter. Work with the Editor concerning expenses. He/she will send bills. Each issue is running about $600.

Nominations Committee: has on occasion mailed requests for nominations to the members. It is CHEAPER if they can
make their call for nominations in the Newsletter.

Scholarship Committee: The Chapter has been awarding $3,000 in scholarships and grants annually since 1990. With the dues increase (May, 1993), we may be able to give out more. The Chair should send you a list of the recipients, with a description of the way you are to handle the payments.

Local Arrangements for Chapter Meeting: This has been handled in different ways. Sometimes accounts are set up and funds are handled independently, although the Treasurer may be called upon to pay specific bills for various reasons or have monies pass through the Chapter account. These activities may be brought about by the fiscal policies of the host institution. Any surplus from the meeting is remitted to the Treasurer. Any deficit will be met from Chapter funds.

More recently, the Treasurer has handled all financial responsibilities for the annual meeting. All registration checks and vendor support have been mailed to the Treasurer and that person has worked out of the SEAALL account to pay bills, reimburse speakers, etc. A complete accounting of the meeting finances has been kept on ledger sheets and ultimately "Status Reports" are sent to Board members keeping them abreast of the profit/loss status. (See Section VI -- Writing Checks for the Annual Meeting for more detailed information).

Other Committee Chairs: May need funds depending on the activities planned for the year.

V. Dues

The Dues notice should go out by late April (Attachment 6). Membership runs from June 1 - May 31 (in accordance with the time frame of the membership year, as defined in the Articles and Bylaws.) This means that the Treasurer should start thinking about duplicating the Dues Notice sometime in early April.

SEAALL envelopes are also needed and those should be printed in April in time for the mailing. (Attachment 7) At the beginning of your term, check with the President about stationery. Sometimes he/she will have a supply from which you can borrow. You should have some kind of official stationery for those few letters you write and the financial statements that you do.

The labels for the dues mailing come from Pam Williams, University of Florida. The Treasurer should contact Pam in early April to remind her that the labels will be needed later that month.
Once the dues notice gets mailed and the checks and forms start coming in:

1. Deposit the checks within a week of receipt—especially personal checks.

2. Copy all dues forms as they come in and mail these copies to Pam Williams. She is then able to update her mailing list.

3. If we have new members (and you can tell this from the form where the member checks "R" or "N"), make another copy of the form for the Chair of the Membership Committee. That person sends a "WELCOME TO SEAALL" letter to all new members.

4. Save the original copy of the form for your files should a question arise about membership.

Membership information has also been entered into a database. The database is formatted in PFS First Choice. All information from the dues notices is included, and various codes have been established.

Code so that the President is provided with statistics for AALL. These are requested early in June of each year:

- total number of members
- number and percentage of members belonging to various types of libraries -
  - academic
  - court, county, government
  - firm
  - bar
  - associate
  - student
- percentage of SEAALL members who also belong to AALL (if possible)

Codes presently in use:

Library type:

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<th></th>
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<tr>
<td>3</td>
<td>Court, County, Government</td>
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<tr>
<td>*4</td>
<td>Firm, Corporate</td>
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<tr>
<td>5</td>
<td>Associate</td>
</tr>
<tr>
<td>6</td>
<td>Student</td>
</tr>
</tbody>
</table>

*Bar was included in 4, but as of the 93-94 dues form, "Bar" became a separate category.
Paid Year: use the last two digits of the beginning of the period, e.g., 91 means June 1, 1991 through May 31, 1992

Category: i institutional (i.e. membership paid by the employer)
p individual (personal check)

VI. Writing Checks...

When a SEAALL member requests payment of a bill, ask for some sort of invoice to document payment. Members should seek approval of payment before submitting a bill so that you have some idea and control over expenses. Unless you have concerns about the appropriateness of the invoice, you do not need to get approval from the President. Do keep copies of all bills that you pay.

* For Scholarships *

Around September, talk to the President about the amount of money available for scholarships. This is dependent on the previous year's: profit/loss statement from SEAALL's annual meeting, cost of the newsletter, cost of any receptions held at AALL, etc. Once the amount has been determined (and it has been $3,000 for the past three years--1990-93), talk with the chair of the Scholarship Committee. Ask that person to send you:

* a list of scholarship recipients,
* amount of each award and
* the meeting that each person is attending.

The Committee's decision is usually made in late December/early January. Scholarship recipients in the past have been asked to send a copy of their acknowledgement letter to the Treasurer, but often they do not mention the amount or what meeting they will be attending.

Send a note to the recipients as soon as you know who they are explaining to them that their scholarship check will be mailed about 6 weeks prior to the particular meeting they are attending. No need to send someone several hundred dollars 6 months in advance of his/her meeting.

* For the Annual Meeting *

Sometime in October initiate discussions with the Local Arrangements Chair and the Program Chair regarding the SEAALL meeting. (See Attachment 8 - Annual Meeting Packet) Make sure everyone understands that there is NO money
encumbered or budgeted for the annual meeting. The Board expects the meeting to at least break even. It is up to the Local Arrangements Chair to determine what the costs of the meeting will be and how much to charge for the registration fee to cover those costs.

Local Arrangements Committee is also responsible for getting vendor support to help defray the costs of the meeting. There may be items the Treasurer must pay for upfront (hotel deposits, entertainment costs, etc.), but these costs should be recouped by the time the meeting is over (through the registration fees and vendor support).

The Local Arrangement Committee for a future meeting may need travel money to check out the hotel site or pay a deposit on a hotel. These are appropriate expenses which should be paid in advance -- even if it's two years in advance.

SEAALL members who are presenters at the meeting do not get reimbursed. Emphasize to those in charge that inviting guest speakers from all over the country can be VERY costly. Keep track of all receipts and expenses on the ledger sheets and once the meeting is over, send the Board members as well as the Local Arrangements Chair a "Financial Status Report" on the meeting. You will probably have to do several of these because bills are sent to you long after the meeting is over. It is important to keep the Board apprised of how much the meeting cost and whether the SEAALL treasury made or lost money. This has great impact on other activities and decisions of the Board.

The Treasurer may be asked to write out receipts for registration fees of SEAALL members. See Attachment 9 for a sample receipt.

It's always a good idea to bring the checkbook or at least several checks with you to the meeting (both the SEAALL meeting and the AALL meeting). Someone ALWAYS needs money to pay a bill during these meetings.

VII. Maintaining Records

The past Treasurer should keep the copies of all bills and correspondence for about a year after leaving the Board. There are times when verification is needed regarding payment of an old bill. After approximately a year, these records should be sent to Ed Edmonds at Loyola (New Orleans) where we keep SEAALL archives.
INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
C - 1100  
ATLANTA, GA 30301  

Date: NOV 3 0 1990

SOUTHEASTERN CHAPTER OF THE  
AMERICAN ASSOCIATION OF LAW  
LIBRARIES INC  
230 SOUTH ORANGE AVENUE 17TH FL  
ORLANDO, FL 32801

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in the section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom you pay $100 or more during a calendar year. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee to whom you pay $50 or more during a calendar quarter if, during the current or preceding calendar year, you had one or more employees at any time in each of 20 calendar weeks or you paid wages of $1,500 or more in any calendar quarter. If you have any questions about excise, employment, or other Federal taxes, please address them to this office.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than $25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally $25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth
month after the end of your annual accounting period. A penalty of $10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed $5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Donors may not deduct contributions to you because you are not an organization described in section 170(c) of the Code. Under section 6113, any fundraising solicitation you make must include an express statement (in a conspicuous and easily recognizable format) that contributions or gifts to you are not deductible as charitable contributions for Federal income tax purposes. This provision does not apply, however, if your annual gross receipts are normally $100,000 or less, or if your solicitations are made to no more than ten persons during a calendar year. The law provides penalties for failure to comply with this requirement, unless failure is due to reasonable cause.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Paul Williams
District Director

Letter 948(DD/CC)
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<th>Date</th>
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<th>Revenue</th>
<th>Expenses</th>
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<td>8/91 Reported by Diana</td>
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<td>362.29</td>
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<td>2</td>
<td>9/91 Advertising</td>
<td>300.00</td>
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<td>3</td>
<td>9/91 Rubenay, Kirk (photocopying)</td>
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<td>18.75</td>
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<td>4</td>
<td>9/91 Law Book Exchange - Mailing</td>
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<td>137.82</td>
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<td>5</td>
<td>11/91 Advertising</td>
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<td>6</td>
<td>12/91 Law Book Exchange - Mailing</td>
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<td>128.15</td>
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<td>774.70</td>
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<td>9</td>
<td>3/31 Transfer to financial statement</td>
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<td></td>
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<tr>
<td>11</td>
<td>7/7 Holland &amp; Knight (newsletter copy)</td>
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<td>925.00</td>
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<td>Transfer to July financial statement</td>
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<td>8/91 Law Book Exchange</td>
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<td>12/11 Jim Gates - postage - Bulkmail permit</td>
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<td>377.92</td>
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<td>17</td>
<td>12/12 Kirk-Kopy - Printing</td>
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<td>520.00</td>
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<td>1/16 Advertising - Library Specialists Inc.</td>
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<td>21</td>
<td>3/20 Kirk-Kopy - Printing</td>
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<td>22</td>
<td>3/20 Jim Gates - postage</td>
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<td>23</td>
<td>April statement</td>
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<td>65118.18</td>
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<td>7/19 Kirk-Kopy - Printing</td>
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<td>7/19 Jim Gates - postage</td>
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<td>26</td>
<td>July statement</td>
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<td>79116.16</td>
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Southeastern Chapter
of the American Association
of Law Libraries, Inc.

FINANCIAL STATEMENT
May 1 - July 31, 1993

<table>
<thead>
<tr>
<th>OPENING BALANCE</th>
<th>$ 23,654.83</th>
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<td>Add Income</td>
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<td>Charleston-Annual Meeting</td>
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<td>Charleston-Institute</td>
<td>390.00</td>
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<tr>
<td>S.Florida Contribution-Reception</td>
<td>200.00</td>
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<td>Dues</td>
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<td>Checking Account Interest</td>
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<td>Deduct Expenses</td>
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<td>Charleston-Annual Meeting</td>
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<td>Charleston-Institute</td>
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<td>1994 Local Arrnge. Com. Travel</td>
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<td>Boston Reception</td>
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<td>Cash at Bank</td>
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Respectfully submitted,
Sue Burch, Treasurer
Southeastern Chapter  
of the American Association  
of Law Libraries, Inc.

ANNUAL FINANCIAL STATEMENT - APRIL 1, 1991 - MARCH 31, 1992

**OPENING BALANCE**  
$ 2,340.89

**ADD INCOME**

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<td>1992 Chapter Contributions</td>
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<td>1991 Chapter Contributions</td>
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<td>Certificates of Deposit</td>
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**TOTAL INCOME**  
$25,475.35

**DEDUCT EXPENSES**

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**TOTAL EXPENSES**  
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**CLOSING BALANCES**

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**TOTAL**  
$21,452.81

*Matucity date is 8/24/92

NOTE: This is the final statement for the period, as reconciled with the bank statement.
Southeastern Chapter
of the American Association
of Law Libraries, Inc.

ANNUAL MEMBERSHIP DUES: June 1, 1993 - May 31, 1994

INVOICE -- DUE and PAYABLE UPON RECEIPT

** Please check "R" if you are renewing your membership,
or check "N" if you are a NEW member.

NAME: ________________________________ ** R  N

INSTITUTION/FIRM: ________________________________
(Please fill in even if using home address for mailings.)

ADDRESS: (used for mailing labels and SEAALL Directory)

____________________________________________________________________

PHONE: (used for SEAALL Directory) FAX: ________________________________

Check the appropriate membership category below:

[ ] INSTITUTIONAL: Any library or firm may designate any staff as
members. Membership resides with the institution, which may change
designated members as staff change. Dues are $20 per designee, with
a $200 maximum. List designated members here:

** R  N  ** R  N  ** R  N

[ ] INDIVIDUAL: Anyone connected with a law library within the Chapter
area. Membership resides with the individual. Dues are $20 per
member.

[ ] ASSOCIATE: Any person, company or institution anywhere, not
connected with law libraries, or connected with law libraries
outside the region. Dues are $20 per member.

[ ] STUDENT: Anyone enrolled in a library school within the region.
Dues are $5 per member.

Please check the type of library that applies to you:

[ ] Academic [ ] Court, County or Government [ ] Firm [ ] Bar
[ ] Associate [ ] Other ________________________________

Please make your check payable to SOUTHEASTERN CHAPTER--AALL
Return check and this form NO LATER than August 1, 1993 to:

Sue Burch, SEAALL Treasurer
UK Law Library
620 S. Limestone Street
Lexington, KY 40506-0048

Subscription to SOUTHEASTERN LAW LIBRARIAN
begins with the date you join SEAALL!
Southeastern Chapter of the American Association of Law Libraries, Inc.
TRAVEL EXPENSE REPORT [AND PROCEDURES]

[Four months before the Annual Meeting, the Local Arrangements Committee Chair, the Program Committee Chair and the Education Committee Chair shall submit proposed expense budgets (attachments A, B & C), as well as the names and addresses of guests and speakers, to the Executive Board for review.]

[Travel expense report forms (attachments D & E) shall be mailed to speakers/guests of the Annual Meeting and Institute by the Treasurer one month before the meeting and Institute begin. A copy of the SEAALL Expense Reimbursement Guidelines and Policies shall also be mailed to each speaker/guest.]

Speakers at the Annual Meeting shall submit a travel expense report supported by original receipts for all expenses over $10 to the [Program Committee Chair] within 10 working days of the end of the Annual Meeting. [After approving the report, a copy will be forwarded to the Treasurer for reimbursement.]

Speakers at the Institute shall submit a travel expense report supported by original receipts for all expenses over $10 to the Education Committee Chair within ten working days of the end of the Institute. [After approving the report, a copy will be forwarded to the Treasurer for reimbursement.]

Chapter officers or members attending workshops and other training activities, as approved by the Executive Committee, shall submit a travel expense report supported by original receipts for all expenses over $10 to the Treasurer within 10 working days of the end of the workshop or training activity.
SEAALL Annual Meeting
Proposed Expense Budget
Submitted by Local Arrangements Chair

Hotel (or Conference Site) Expenses:
- Food
  Meeting Rooms
  Equipment

Entertainment

Local Arrangement's
Out of Pocket Expenses:
  Printing
  Registration Forms
  Postage
  Handouts
  Other

Vendor Support
SEAALL Annual Meeting
Proposed Expense Budget
Submitted by Program Committee Chair

List of Speakers:
Names, addresses, phones
(List items and approximate costs approved for reimbursement for each speaker.)

Travel
Hotel
Meals
Other

Other Program Expenses (list)

Vendor Support
SEAALL Institute
Proposed Expense Budget
Submitted by Education Committee Chair

List of Speakers:
Names, addresses, phones
(List items and approximate costs approved for reimbursement for each speaker.)

Travel
Hotel
Meals
Other

Other Institute Expenses:
Meeting Room
Equipment
Food
Other

Vendor Support
Southeastern Chapter  
of the American Association 
of Law Libraries, Inc.  

TRAVEL EXPENSE REPORT: NON-SEAALL MEMBER  
ANNUAL MEETING  

DATE: ____________________________________________  

NAME: ___________________________________________  

ADDRESS: _______________________________________  

PHONE: ___________________________________________  

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount Requested</th>
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<tbody>
<tr>
<td>Registration fee</td>
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<tr>
<td>Hotel</td>
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<tr>
<td>Meals</td>
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<tr>
<td>Transportation - by car</td>
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<td>mileage @ .22 per mile, ___ miles</td>
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<td>or</td>
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<tr>
<td>Transportation - by air or train</td>
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</tr>
<tr>
<td>Taxi, limo, van to &amp; from hotel site</td>
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<tr>
<td>Other (explain)</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>____________</strong></td>
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This form must be returned WITHIN 10 DAYS of the end of the Institute to: Program Committee Chair, address and phone.

Any questions should be directed to Program Committee Chair or SEAALL Treasurer, address, phone.

* * * * * * * * * * * * * * * * *

Approved __________ Education Committee Chair
Check mailed ________ Treasurer
Southeastern Chapter  
of the American Association  
of Law Libraries, Inc.

TRAVEL EXPENSE REPORT: NON-SEAALL MEMBER  
INSTITUTE

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<th>Amount Requested</th>
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<td>(original receipts must be attached)</td>
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<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

This form must be returned WITHIN 10 DAYS of the end of the Institute to: Education Committee Chair, address and phone.

Any questions should be directed to Education Committee Chair or SEAALL Treasurer, address, phone.

* * * * * * * * * *

Approved ___________ Education Committee Chair

Check mailed _________ Treasurer
Southeastern Chapter
of the American Association
of Law Libraries, Inc.

TRAVEL EXPENSE REPORT: NON-SEAALL MEMBER
ANNUAL MEETING

DATE: ____________________________________________

NAME: __________________________________________

ADDRESS: ________________________________________

________________________________________________

PHONE: __________________________________________

Amount Requested
(original receipts must be attached)

Registration fee __________________________________

Hotel                                               Waived

Meals                                               __________

Transportation - by car
  mileage @ .22 per mile, ____ miles
  ___

  or

Transportation - by air or train

Taxi, limo, van to & from hotel site

Other (explain)

TOTAL _______________________________________

This form must be returned WITHIN 10 DAYS of the end of the Annual Meeting to: Program Committee Chair, Pam Williams, Univ. of Florida College of Law Legal Information Center, Gainesville, FL 32611, 904-392-0417.

Any questions should be directed to Program Committee Chair or SEAALL Treasurer, Sue Burch, 606-257-8347.

* * * * * * * * * * * * * * *

Approved _________ Program Committee Chair

Check mailed _____ Treasurer
MEMORANDUM

TO: Pam Williams and Sue Burch
FROM: Kathy Heberer
DATE: January 31, 1994
RE: Treasurer's Calendar

I have drawn up the enclosed calendar, primarily based upon the information Sue so kindly provided in the Treasurer's Handbook. Please let me know if I've left anything out, as I will be relying on this calendar heavily.

Sue, I understand from our discussion that I've got the January IRS return wrong, so I will correct that. Any other corrections, deletions, or additions would be gratefully received.

Many thanks!

ORL-89910

Pam-
Sue tells me that some Presidents have asked her to bring multiple copies of the Treasurer's report to the annual meeting; others have asked her to submit the report early so that the report is duplicated along with other material (Committee reports). What is your preference? Kathy
Calendar for SEAALL Treasurer

**JANUARY**
Verify whether gross receipts exceed $25,000.00; if they do, file income tax return.

**FEBRUARY**
Send November 1-January 31 financial statement to newsletter editor.

**MARCH**
Prepare annual meeting registration receipt forms.
Start distributing monthly status report on meeting expenditures to Board.

**APRIL**
Contact Mary Forman re check needed for filing of annual report with the Florida Secretary of State.
Prepare full year financial statement (April 1-March 31) and present at annual meeting.
Prepare dues invoice; verify with president whether a separate mailing should be used.
Distribute meeting expenditure status report to Board.

**MAY**
Send February 1-April 30 financial statement and dues notice to newsletter editor.
Distribute meeting expenditure status report to Board.

**JUNE**
Distribute meeting expenditure status report to Board.

**JULY**
Prepare treasurer's report for business meeting at AALL.
If new treasurer takes over, begin transfer of funds after AALL meeting.
Verify with newsletter editor future deadlines for newsletter/quarterly financial statements.
Prepare supply of pre-addressed mailing labels for Board, membership chair, Pam Williams (mailing labels), and newsletter editor; this will save time during the year.

**AUGUST**
Send May 1-July 31 financial statement and dues reminder notice to newsletter editor.

**SEPTEMBER**
Mail final dues reminder to those who have not renewed, if president approves.

**OCTOBER**
Contact local arrangements and program committees re annual meeting financial arrangements.

**NOVEMBER**
Send August 1-October 31 financial statement to newsletter editor.

**DECEMBER**
Contact scholarship chair to obtain names/addresses of scholarship recipients, amount of awards, and dates of funded programs.
Contact scholarship recipients re when to expect checks. Calendar dates to cut and mail checks.