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WELCOME!
Officer Governance Training & Workshop

Balancing the Books:
A Financial Tour of TLA Units
Thank you to our sponsors!

- Amigos Library Services
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TLA Officer Resources

Training
- Officer Training
- How to Run a Meeting
- Officer Checklist
- Parliamentary Procedure
  - Parliamentary Procedure Q&A
- Unit Officers Duties and Expectations

General Information
- Online Elections
- Working with the Bylaws & Resolution Committee
- TLA Standing Rules
- TLA Strategic Plan
- Diversity Plan
  - Diversity Plan Annotated Bibliography
- TLA Organizational Chart

Website & Google Shared Drives
- Unit Web Administrator Training Recording
- Unit Web Administrator Training Guide
- Unit Google Shared Drive Training Recording
- Web Administrator & Google Training Q&A
- Guidelines for TLA Website and Unit Google Shared Drives
- Training Needs Ready Reference for TLA Website and Unit Google Shared Drives

Financial
- Unit Financial Management & Budgeting
- How to Get Bills Paid
- Reimbursement Form
- Planning for Sponsorship of Your Event
- Budget Request Form* (In Members Only/Officers Section)
  - Chair or Treasurer must complete by May 15
- Unit Financial Statements Request Form* (In Members Only/Officers Section)
- Sales Tax Exemption Certificate and TLA Credit References*

Click here to access the TLA Officer Resources page

Go to txla.org and select “TLA Officer Resources” in the dropdown list under “Tools and Resources”

Scroll down to the Financials section

Select the document you would like to view
Financial Responsibilities:
TLA Unit Chair

- CREATE BUDGET WITH TREASURER
- REVIEW MONTHLY FINANCIAL STATEMENTS
- SUBMIT REIMBURSEMENTS AND PAY INVOICES
# Financial Responsibilities: TLA Unit Treasurer

1. **Report on the state of finances at unit business meetings**

2. **Work with Chair on creating budget**

3. **Work with CPC liaison to ensure conference program is covered with unit’s budget**

4. **Make recommendations as to whether adequate funds are available before the unit initiates new projects or services**

5. **Ensure any stipends or scholarship money is issued**

6. **Review monthly financial statements**
Monthly financial reports are uploaded to the “Financials” folder in your unit’s Google Drives around the 20th of each month. (Roundtables, Divisions, & Districts only)

- The first column reflects the current Net Income for the fiscal year
  - This is the balance currently available for your unit. You must ensure this amount is not in the negative
  - **Positive Net Income** means the unit is within budget
  - **Negative Net Income** means the unit over-spent

- The second column reflects the amount budgeted

- The third column reflects how financials are actually performing compared to what was budgeted
  - **Negative Total Income** means the unit did not bring in what was budgeted.
  - **Positive Total Income** means the unit is performing better than what was budgeted.
  - **Negative Total Expense** means the unit spent less money than what was budgeted.
  - **Positive Total Expense** means the unit spent more than what was budgeted
• TLA is exempt from most sales taxes. The certificate is only good for sales direct to the tax-exempt entity.

• You must submit TLA’s tax-exemption certificate to the vendor for any purchase you make on behalf of TLA.

• **TLA will NOT reimburse for sales tax expenses**
  - Exceptions: hotel room & restaurant reimbursements

• Email Catherine at [catherinel@txla.org](mailto:catherinel@txla.org) to obtain a copy of the certificate
• Only the unit chair can authorize the expenditure of funds in their unit’s account.

• All expense reimbursements must be submitted via email to Catherine Lapoint at catherinel@txla.org by the respective unit chair.

• Receipt documentation is required for any purchase you’re requesting reimbursement for.
  • For mileage reimbursements include a screenshot of the map displaying total mileage.
  • Receipts must be scanned and attached to the reimbursement form in one PDF document.
  • *Receipt documentation must match up with the reimbursement amount listed on the form*

• Reimbursement forms must be submitted within 30 days of the event end.
TLA can directly pay unit bills/invoices. Ask the vendor to invoice TLA directly and ensure they have our tax-exemption certificate.

Unit Chairs must email the invoice directly to Catherine Lapoint and include a description of the expense.

TLA will pay the invoice directly using the funds from your unit's budget.
Reminders:

The TLA Executive Director must sign all contracts involving TLA funds (e.g., hotels, venue rental, speakers, caterers).

All speaker contracts must be negotiated & finalized by the TLA Staff. Please contact Michelle Cruz (michellec@txla.org) or Julie Marshall (juliem@txla.org) for assistance.

TLA units must stay within their allotted budgets. Expenses in excess of allocated budgets will not be paid by the TLA office.
Unit Stipends

• Unit Chair must complete a stipend request form for any member they’re providing a stipend for. Submit completed form to Catherine Lapoint.

• TLA staff will register the individual for the event using unit’s funds. Any remaining stipend balance will be sent via check following the event.

• For travel stipends, the member must complete a reimbursement form and include receipts following the event.
During "Budget Week" the chair, chair-elect, and treasurer of each unit will have the opportunity to schedule a 30-minute meeting with Catherine or Shirley to review your financials, discuss the 2024 budget development process and address questions.

- August 21 – September 1       Budget Week
- September 8                   Budget Portal Closes
- September 25 – 29             Final Review
- October 3                     Budget Committee Meets
- October 31                    Council Meeting (virtual)
Submit a proposal form through the TLA Officer’s Resource page to apply for BOTB funding for your District Fall Meeting.

BOTB funds may only be used to cover speaker honorariums, travel, or housing in accordance with TLA Standing Rule 7D.

The District chair must submit the speaker’s invoice and W9 to catherinel@txla.org within a week following the District Conference. TLA will not pay invoices in advance of the meeting. The speaker will be paid within 30 days of TLA’s receipt of the invoice.

Speaker invoices will be paid using the District’s BOTB funding initially. If the invoice exceeds the amount of funding awarded, or if the District did not receive BOTB funding, the remaining balance will be paid using the District’s meeting budget.

Non-speaker expenses, such as catering, will be paid out of pocket and submitted for reimbursement; or the invoice may be submitted to TLA for direct payment. These expenses will be paid with the District’s meeting funds, not through BOTB funds.
Membership Financials

• Dues allocation reported monthly
• When a member joins a unit, a portion of their membership dues is allocated to that unit’s budget
  • Round Tables: 5% of membership dues
  • Divisions: 10% of membership dues
  • Districts: 1% of membership dues
    (Allocation made at the end of the year. 1% of total membership dues divided by 10 districts.)
• More Members = More Income
Tips to Increase Revenue

- Donations via TLA’s website
- Recruit new members and encourage them to join your unit. Or try recruiting current members to join your unit through TLA Engage!
- Charge registration fees for your event. For example, District meeting or Socials at TLA’s Annual Conference – this also makes people more willing to show up
- Seek out the best deals when making purchases on behalf of your unit
Questions?

Catherine Lapoint
Administrative Services Manager
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catherinel@txla.org