



Wi-Fi Network:
UTGuest

No password needed

July 12 – 14, 2023 | Austin, Texas



WELCOME!

Officer Governance Training & Workshop

**Balancing the Books:
A Financial Tour of TLA Units**

July 12 – 14, 2023 | Austin, Texas



Thank you to our sponsors!



EBSCO





July 12 – 14, 2023 | Austin, Texas

TLA Officer Resources

TLA Officer Resources

Forms and other resources for TLA leaders.

TLA 2022 SUMMER UNIT BUSINESS MEETINGS: All unit business, committee and unit executive board meetings will take place before Annual Assembly, virtually. This change will make leadership opportunities available and accessible to everyone and allow TLA to better plan for our return to an in-person conference in Fort Worth.

<h3>Training</h3> <ul style="list-style-type: none">Officer TrainingHow to Run a MeetingOfficer ChecklistParliamentary Procedure<ul style="list-style-type: none">Parliamentary Procedure Q&AUnit Officer Duties and Expectations	<h3>General Information</h3> <ul style="list-style-type: none">Online ElectionsWorking with the Bylaws & Resolution CommitteeTLA Standing RulesTLA Strategic PlanDiversity Plan<ul style="list-style-type: none">Diversity Plan Annotated BibliographyTLA Organizational Chart
<h3>Website & Google Shared Drives</h3> <ul style="list-style-type: none">Unit Web Administrator Training RecordingUnit Web Administrator Training GuideUnit Google Shared Drive Training RecordingWeb Administrator & Google Training Q&AGuidelines for TLA Website and Unit Google Shared DrivesTraining Needs Ready Reference for TLA Website and Unit Google Shared Drives	<h3>Financial</h3> <ul style="list-style-type: none">Unit Financial Management & BudgetingHow to Get Bills PaidReimbursement formPlanning for Sponsorship of Your EventBudget Request Form* (in Members Only/Officers Section) <small>*Chair or Treasurer must complete by May 15</small>Unit Financial Statements Request Form (in Members Only/Officers Section)Sales Tax Exemption Certificate and TLA Credit References*

1

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

2

Scroll down to the Financials section

3

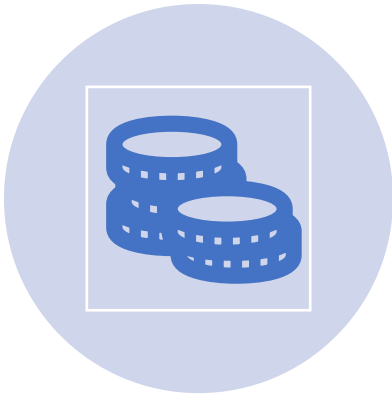
Select the document you would like to view

[Click here to access the TLA Officer Resources page](#)

July 12 – 14, 2023 | Austin, Texas



Financial Responsibilities: TLA Unit Chair



CREATE BUDGET WITH
TREASURER



REVIEW MONTHLY
FINANCIAL STATEMENTS



SUBMIT REIMBURSEMENTS
AND PAY INVOICES

July 12 – 14, 2023 | Austin, Texas



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



July 12 – 14, 2023 | Austin, Texas



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

	Jul '21 - Apr 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Beginning Balance	2,011.04		
4100 • Membership Dues			
4120 • Individual Dues	1,306.95	833.32	473.63
Total 4100 • Membership Dues	1,306.95	833.32	473.63
Total Income	3,317.99	833.32	2,484.67
Gross Profit	3,317.99	833.32	2,484.67
Expense			
6100 • Annual Conference & Other Event			
6115 • A/V Rental	598.00	588.00	10.00
6160 • Conference Gifts & Awards	100.00	80.00	20.00
Total 6100 • Annual Conference & Other Event	698.00	668.00	30.00
Total Expense	698.00	668.00	30.00
Net Ordinary Income	2,619.99	165.32	2,454.67
Net Income	2,619.99	165.32	2,454.67

July 12 – 14, 2023 | Austin, Texas



TLA is Tax-Exempt

- 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 to obtain a copy of the certificate

TEXAS
SALES AND
USE TAX
01-339 (Back)
(Rev. 4-13-81)

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency Texas Library Association	
Address (Street & number, P.O. Box or Route number) 3420 EXECUTIVE CENTER DR SUITE 301	
City, State, ZIP code AUSTIN TX 78731	
Phone (Area code and number) 512-328-1518	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

Texas Library Association is a 501(c)(3) organization as sanctioned by the IRS. Our intent to purchase these products is not for resale and are to be distributed at our educational meetings.

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here	Purchaser <i>Catherine Robinson</i>	Title <i>Executive Director</i>	Date <i>1/25/2022</i>
-----------	--	------------------------------------	--------------------------

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier.
Do **not** send the completed certificate to the Comptroller of Public Accounts.

July 12 – 14, 2023 | Austin, Texas



Submitting Reimbursements

- **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.

TEXAS LIBRARY ASSOCIATION 3420 Executive Center Drive, Suite 301 Austin, TX 78731 512/328-1518 512/328-8852 Fax		FOR OFFICE USE ONLY CHECK # <input type="text"/> AMOUNT \$ <input type="text"/> ACCOUNT <input type="text"/> DATE <input type="text"/>	
REQUEST FOR REIMBURSEMENT OR PAYMENT OF A BILL			
<input type="text"/>		<input type="text"/>	
DATE		AMOUNT	
<input type="text"/>			
Name of Committee, Division, Round Table, other Unit			
STATE PURPOSE AND DESCRIPTION OF CHARGE (<u>ATTACH RECEIPTS</u>):			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<small>NOTE: If travel is by car, the mileage allowance is calculated at the current State of Texas mileage rate. The current rate is listed on the following URL: www.cpa.state.tx.us/control/texastra.html. In the absence of actual odometer mileage, TLA will use the State of Texas mileage guide.</small>			
MAKE CHECK PAYABLE TO:		<input type="text"/>	
		<input type="text"/>	
MAIL CHECK TO: (Please give address)		<input type="text"/>	
		<input type="text"/>	
		<input type="text"/>	
		<input type="text"/>	
<input type="text"/>			
SIGNATURE OF TLA EXECUTIVE DIRECTOR			
<input type="text"/>		<input type="text"/>	
TLA UNIT		TELEPHONE NUMBER	

July 12 – 14, 2023 | Austin, Texas



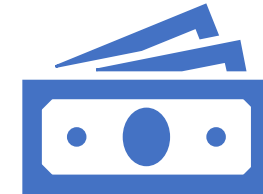
Direct Payment of Bills/Invoices



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

July 12 – 14, 2023 | Austin, Texas

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.

July 12 – 14, 2023 | Austin, Texas



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.



TEXAS LIBRARY ASSOCIATION
3420 Executive Center Drive, Suite 301
Austin, TX 78731
512-328-1518

REQUEST FOR UNIT STIPEND

Date Stipend Amount

Name of District, Division, Round Table, Committee, other Unit

Event Name
(TALL Texans, Launch, Annual Conf, etc.)

Recipient Information

First Name Last Name

Institution Email

Unit Chair Information

Signature of Unit Chair

Phone Number Email

July 12 – 14, 2023 | Austin, Texas



2024 Budget Week

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) |



July 12 – 14, 2023 | Austin, Texas



Best of the Best: District Program Funds



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.

July 12 – 14, 2023 | Austin, Texas



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**

July 12 – 14, 2023 | Austin, Texas



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
512-328-1518 ext. 155
catherinel@txla.org