

Addendum to MCBA Association Handbook – January 11, 2018*

1. Additional Board Professional Guidelines:

MCBA Board Member Guidelines

1. Confidentiality. Matters discussed by the board are privileged and are not to be divulged outside the board unless agreed-to by a majority of the board members.
2. Outside Contractors. Any request for any MCBA contractor to expend time or incur cost must be approved by the President or by a majority vote of the board; this includes but is not limited to the following: Executive Director, Bookkeeper, Accountant, IT/Web Support, and Event Venues and Staff.
3. Communication outside the board. All communications with the Florida Bar, any non-MCBA organization or non-board member is a reflection of the board. As such, no board member shall ever communicate in a way that is unprofessional with any entities, including the board, MCBA membership and all of the contractors noted above.
4. Professionalism. No board member shall communicate in a way that is unprofessional with a fellow board member or to any of contractors noted above.
5. Accusations of Malfeasance. No board member shall make a statement (implied or direct) or allegation that another MCBA board member or any subcontractor noted above violated the law, violated the bylaws or engaged in any improper act unless specifically discussed with the President of the board prior to such allegation being presented to the rest of the board.
6. Meetings are run by Roberts Rules of Order.

* (Handbook is on MCBA Board Only Page of Website – dated: Revised 3/8/2016)

2. Overview of Financial Report Review:

MCBA Financial Summary – An Overview

(updated 7-4-17)

The MCBA established a financial review format that allows for comparisons from one fiscal year to the next; as a result, the line items in QuickBooks are fixed and do not always reflect current preferences for line item titles or breakouts. The past Boards have agreed to maintain the format to keep our records consistent. Additionally, we are on a cash accrual basis which means that only real monies taken in or paid out in the fiscal year apply; monies from invoices from one Bar Year that are not received and deposited by June 30th will apply to the next Bar Year's income and expenses not paid by June 30th become expenses for the next Bar year. Below is just a working overview for in-coming Treasurers and a reminder for current Board members. **Please note: without sponsorships, the MCBA would not be able to support our annual expenses.**

Accounts: Banking is done at CenterState Bank. The MCBA has 2 accounts:

- 1) Interest earning Money Market Account (MMA) set up from past year profits (note the annual yield in recent years is negligible at .1%).
- 2) Operating Account from which each monthly Profit & Loss Statement is reflective.

Note: the MCBA will start each fiscal year with funds from the starting balances of MMA and Operating accounts. For 2017-18, there is a starting total of \$89,054.30 (\$38,267.78 and \$50,786.52 respectively).

Reports: Summary reports are generated monthly from the Bookkeeper (Kerri Canova-Pitman) and emailed to the Board generated in QuickBooks or from Bank Statements. Because of the inherited format in QuickBooks, there are 3 types of line items which once set-up cannot be changed unless we forgo the ability to compare our main reports from year to year: 1) Income 2) Expenses and 3) Equity.

Quick Book Profit & Loss Reports

Income: All monies within these line items are income only.

Expense: The Profit & Loss Statement within the Expense category is set up as a NET Expense. Some reflect only outgoing expenses (such as Bank fees or Voicemail), however, most are netted line items where we add in income received (if applicable) and deduct expenses paid out. To get the details to review actual transactions, a separate report must be reviewed. For example, using the June 4, 2017 Profit & Loss Report, the Past President Breakfast shows a net expense to us of \$247.21, however, the actual cost was \$747.21 but since we received a \$500 sponsorship from Cray Buchanan (income), the net expense shown is only \$247.21. **This is crucial to understand for when budgets are reviewed and/or planned for the next Bar Year. Without the background details, one might assume we could do the Breakfast for only \$247.21.**

Equity: These are line items which reflect dedicated monies (typically grants) received for a specific event or program that cannot be used for other purposes.

Excel Spreadsheet Summary:

The Executive Director and the Treasurer will typically generate 1 or 2 Summary Reports in Excel throughout the Bar Year so that the Profit & Loss statements can be directly compared to the approved budget. As a reminder, once the budget is approved, it is not modified; however, throughout the Bar Year, the Board may decide to or need to spend funds above the budgeted line item (i.e. new insurance needs).

3. Email Fraud Scam Targeted To Treasurers:

The MCBA does not transfer money or wire money without a hard-copy check request form. There are scams that target the Treasurer masked as the President's email via email. Contact the President, Executive Director or Treasurer if any suspect fund requests come to the Treasurer.

4. Effective 7-1-17 the MCBA no longer has host liquor coverage. ALL EVENTS WITH LIQUOR need to have a release form (Canoe) or we need to be added as an insured at the venue providing liquor.