

## BCCA FINANCIAL ADVISOR RESPONSIBILITIES

### Purpose

Since the Treasurer of the BCCA will change according to our bylaws, the purpose of this position is to have in place a person who can work on a long term basis in order to ensure continuity for the BCCA finances, investments, insurance, and taxes.

### Duties of the Committee Chair

1. Keep up to date on all BCCA finances.
2. Recommend to the treasurer and board when investments should be made from our general fund.
3. Recommend to the treasurer and board investments that will benefit the BCCA.
4. Oversee the insurance policies of the BCCA to obtain the best coverage for reasonable rates.
5. Assist the treasurer in tax preparation and advise the treasurer/board when donations should be made in order to maintain our 501-C4 rating. (This does not include recommending to what organization/charity the donations should be made.)
6. Conduct an annual review of the BCCA funds in accordance with Article VII Section 2A Records Inspection Committee and submit the report to the BCCA Board.
7. Assist the treasurer in the development of financial policies/procedures when necessary.
8. Work with the board and/or other committees on special projects as appropriate.
9. Assist new treasurers in order to maintain continuity in bookkeeping procedures.
10. Be well-versed in all standing rules that apply to this position.
11. Attend the AGM of the BCCA when possible.

### Committee Yearly Work Plan

Activities	Date to Be Accomplished	Person(s) Responsible
Work cooperatively with the treasurer	Ongoing	Treasurer/Chair
Review procedures/policies	Annually in July	Treasurer/Chair
Assist the Treasurer in Preparation of Annual Budget	Annually in July	Treasurer/Chair
Advise the Treasurer/Board regarding investments	Ongoing	Chair
Advise the Treasurer/Board on insurance policies	July	Chair
Advise the Treasurer/Board when donations should be made in order to maintain our 501-C4 rating	Ongoing	Chair
Assist as needed in tax preparation	January	Treasurer/Chair
Prepare Annual Written Report to Board	September	Chair
Attend the AGM of the BCCA if possible.	September/October	Chair

### Applicable Bylaws

#### Article I, Section 2. Non-profit status

The purposes for which the corporation is organized are educational, health, and rescue within the meaning of Section 501(c)(4) of the Internal Revenue Code of 1986, as amended, including but not limited to the advancement of the Bearded Collie breed through education and public awareness. The Club shall not be conducted or operated for profit and no part of any profit or remainder or residue from dues or donations to the Club shall inure to the benefit of any member or individual, except for the legal defense of a club official carrying out the duties of his/her position.

#### Section 3. Fiscal year

The fiscal year shall begin on the first day of July.

#### Article III, Section 4. Dues

Members' dues shall be established by the board of directors and shall include rates for single, joint, and associate members.

- A. There shall be no dues for honorary members.
- B. Dues are payable on or before the first day of July of each year.
- C. If dues are paid after July 1, but on or before August 31, a penalty determined by the board of directors shall be assessed.
- D. If dues remain unpaid after August 31, the membership is terminated and an application for a new membership may be submitted.

Article VI, Section 3 Duties Of Office

The Treasurer shall:

1. Maintain all financial records in accord with generally accepted accounting procedures;
2. Maintain banking accounts, deposit receipts, and make disbursements;
3. At each meeting, render a report of all monies received and expended during the interval since the previous meeting; Send to each member a statement of dues for the ensuing year and a notice of arrears if dues are not paid by July 1 each year;
4. Prepare and present a budget proposal annually;
5. Prepare and file all reports required by federal, state and local laws; and
6. Be bonded in such amount as the board of directors shall determine.

Article XIII Dissolution

The club may be dissolved at any time by the written consent of two-thirds of the members in good standing. In the event of dissolution of the club, other than for purposes of reorganization, whether voluntary or involuntary or by operation of law, none of the property of the club, nor any proceeds thereof, nor any assets of the club shall be distributed to any member of the club; after payment of the club's debts its property and assets shall be given to a charitable organization for the benefit of dogs selected by the board of directors.

Applicable Standing Rules

<b>2.0 FINANCES</b>	
<b>2.1</b>	<b>Signatures.</b> The treasurer and president are authorized to sign checks drawn on the club's account at Edward Jones. The president is to exercise such authority only if the treasurer is unable to perform such duty as a result of an emergency. 09/94-02
<b>2.2</b>	<b>Service Charge.</b> The BCCA shall charge a fee of \$15 or the service charge, whichever is greater, to the maker of any deposited check which incurs a charge for any reason. 03/89-02, 7/91-01, 7/92-04, 01/95-06, 04/96-06
<b>2.3</b>	<b>Handling Funds.</b> All funds, with the exception of the Beardie Rescue Account, the National Specialty Host Club Account, and the Beardie Camp Account, shall be handled by the BCCA Treasurer. The BCCA Treasurer shall be made an alternate signatory on all Specialty Host Fund accounts. 10/92-03, 08/11-02
<b>2.4</b>	<b>Reimbursement for Expenses.</b>
	2.4.1 <b>Board Expenses</b> require approval of the board. A Request for Reimbursement form must be sent to the treasurer with receipts and a detailed accounting. The treasurer will send a report with a recommendation for payment to the recording secretary, who will include it on the agenda for the next meeting. 01/91-03, 03/97-01
	2.4.2 <b>Committee Expenses</b> shall be submitted on a Request for Reimbursement form to the treasurer with receipts. Any amount requested that is over the budget allocation must be approved by the board. 02/93-05
	2.4.3 <b>AKC Delegates</b> shall be reimbursed travel expenses and two nights lodging for each of the quarterly AKC delegate meetings. Airfare is limited to economy class. 10/2007 ABM, 04/11-09
<b>2.5</b>	<b>Other Expenses.</b> Any project that is not in the budget requires advance approval of the board. Quotations or project plans with detailed estimated expenses shall be sent to the recording secretary for inclusion on the agenda. The board shall notify the committee or member of its approval or disapproval of the project expenses. 02/93-05
<b>2.6</b>	<b>Publications.</b>
	2.6.1 <b>Beardie Bulletin.</b> All money associated with the Beardie Bulletin will be handled by the BCCA Treasurer. Subscriptions will be sent directly to the treasurer. Advertisement money will be sent to the editor who shall invoice advertisers for the cost of their ads. The editor shall forward that money with a list of advertisers to the treasurer after the Bulletin goes to press. The printer and the editor shall provide a detailed bill listing all charges associated with each issue and a year-to-date summary of all expenses to the treasurer for payment within thirty days of the completion of their respective jobs as printer and editor. 12/87-04
	2.6.2 <b>Bagpipes.</b> Classified ads may be included in Bagpipes at a fee to be determined by the publications committee. Ads for puppies, adult dogs, or stud dogs will not be accepted. 02/95-16