

Mid-Coast Santa Gertrudis Association

SANTA GERTRUDIS BREEDERS INTERNATIONAL  AFFILIATE

Mid-Coast Santa Gertrudis Association Billing Process for Mid-Coast Shows and Sales (for Mid-Coast Show or Sale Coordinator)

Updated: August 8, 2020

Topic

This process note contains invoicing, payment, and membership instructions for any of the Mid-Coast settlements, charges, final reports, and other documentation associated with the shows or sales held on behalf of the Mid-Coast Santa Gertrudis Association.

Access to Funds

No funds are available to spend and therefore no commitments can be made until the Mid-Coast Board of Directors (the Board) approves the spend. This approval may be done by the submittal of a budget (preferred), or by requesting approval on an ad-hoc basis for each expenditure.

When a budget or plan of anticipated expenditures is submitted, the Board may discuss and approve some level of spend and then delegate authority to those coordinating the event to spend up to the approved amount. This approval by the Board creates the approved budget. The authority does not extend beyond the approved budget on either a line item or total basis. When the approved budget is spent, no additional funds may be committed or spent until additional Board approval is obtained.

Handling expenditures on an ad-hoc basis is much more time consuming and is not recommended. In the absence of an approved budget, the coordinator cannot make commitments of spend or pay any funds without taking each item back to the Board for approval. However, this method can be useful when a single expenditure needs to be paid far in advance of the event, such as fees for a venue.

Invoicing

Any invoices to be charged to Mid-Coast should be sent to the Mid-Coast Treasurer (address listed below) and should include the reason for the charge, the name of the requestor of the goods or service, and supporting documentation to substantiate the charges.

If there are any receipts for which reimbursement is expected, those original receipts should also be sent to the same address in a timely manner, again, within 30 days of the event.

The Treasurer will assure approval of the invoice or receipts by the assigned event Coordinator(s) before payment is made. Email approval will be considered valid.

For control purposes, the Treasurer will receive from the event coordinator a detailed list of all expenditures for the event, compared to budget, on a monthly basis. This reporting will begin with the first expenditure and will continue until all charges for the event have been recorded. The settlement report should be submitted to the Treasurer as soon as possible after the event, but certainly within 30 days after the event. For specific instructions, please see the settlement report section of this process document.

Every effort will be made to pay invoices within the terms stated on the invoice. Delays may be caused by non-receipt of the invoice, lack of supporting documentation, lack of approval, or other factors.

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Membership

All persons entering cattle in Mid-Coast sponsored sales and shows must be Mid-Coast Santa Gertrudis Association members. The fee for a junior membership is \$25/calendar year, and must be paid in advance of, or along with, any entry or consignment fees. The fee for an active membership is \$50/calendar year, and must be paid in advance of, or along with, any entry or consignment fees. The membership form and online membership registration screen can both be located on our Mid-Coast Santa Gertrudis Association website. We must receive full information for all persons paying for memberships if they pay at the show or sale, including individual name(s), ranch names, SGBI herd #, mailing address, ranch address, phone numbers, and eMail address(s). In addition, for junior members, we must receive parent contact information (names, phone numbers, and email addresses), junior member birthdate, junior member school attended, and whether 4-H or FFA -- basically, the information on the membership form must be submitted.

Settlement reports

In addition, membership fees collected at a show or sale must be clearly shown on the settlement reports sent to the Mid-Coast Treasurer at the end of the event. The Coordinators of the event are responsible to issue a report of activities for all Mid-Coast sponsored activities. The final report should include detailed information for all entries and participants, and should separately record entry fees, membership dues, t-shirt sales, premiums, donations, and all other expenses with a full explanation as to what the other expenses include, as well as the method of payment for all activity. If for a show, the report should also include all prizes and awards granted, by class, with names of the recipients. The report should not be an additional burden. Rather it is simply the sharing of the information kept by the Coordinators as prudent to the effective and efficient governance of the show or sale. All final reports should be received within 30 days of the day of the show or sale. This will help keep our accounting and reporting straight.

Monies received

Any monies or checks collected via mail before, during, or after the show should be forwarded directly to the Treasurer at the address listed below within one week of receipt, or at latest, within 30 days after the event. The checks or monies should be clearly labeled as to their purpose, either on the face of the check or in a summary report accompanying the funds. It is always preferable to have all fees sent directly to the Treasurer for internal control purposes. However, the nature of the show and fees makes this approach difficult. For that reason, reconciliations are used as the control point.

We discourage the use of cash. However, in some cases, cash may be received. *It is very important to issue a receipt with a duplicate for receipt of any cash, and to note specifically on the settlement report which payments were paid by cash and for what purpose.*

As a reminder, the Treasurer of the Mid-Coast Santa Gertrudis Association must receive any reports, invoices, and settlement reports associated with the show and events in a timely manner. We are required to keep them in our financial files, and to reconcile them to our financial records. The copies may be sent to our Association email at midcoastsantagertrudis@gmail.com or to:

Treasurer
Mid-Coast Santa Gertrudis Association
2305 South Day Street, #104
Brenham, TX 77833