Sec. 252.010 of the Texas Business Organizations Code gives members a right to  inspect and copy books and records of unincorporated non profit organizations,  ( such as Pemberton Heights Neighborhood Association)

**BUSINESS ORGANIZATIONS CODE**

**TITLE 6. ASSOCIATIONS**

**CHAPTER 252. UNINCORPORATED NONPROFIT ASSOCIATIONS**

Sec. 252.010.  BOOKS AND RECORDS.  (a)  A nonprofit association shall keep correct and complete books and records of account for at least three years after the end of each fiscal year and shall make the books and records available on request to members of the association for inspection and copying.

(b)  The attorney general may inspect, examine, and make copies of the books, records, and other documents the attorney general considers necessary and may investigate the association to determine if a violation of any law of this state has occurred.

 Acts 2003, 78th Leg., ch. 182, Sec. 1, eff. Jan. 1,2006

PHNA POLICIES AND PROCEDURES  (see PHNA Website)

**Fund Management**

For all accounts payable and any savings account:

1. At the end of each month the Treasurer shall report the PayPal summaries, bank statements, and check registers to the Board for review.
2. If any reviewing officer requires further information, it is the duty of that officer to request additional information, records or receipts related to the request for information from the Treasurer.
3. All checks in excess of $3,000.00 shall have two (2) officer signatures.

**Records Review Process**

1. Only PHNA Members may review the records of the PHNA.
2. Only the last three (3) years of records will be produced if requested.
3. A request for review must be presented in writing to the President of the PHNA. The request must specify the records that the PHNA Member wishes to review.
4. The officers will have thirty (30) days from the date of the request to provide the records by email or regular post. This request does not apply to Candidates seeking eligible voting Member lists during elections.
5. The names of contributors and PHNA members to the Security Fund and Triangle Funds shall be disclosed upon Member request. Specific amounts contributed shall be disclosed to members of the PHNA Board.