

## FINANCIAL POLICIES AND GUIDELINES GREATER ATLANTA CHAPTER ASTD

### General

1. Membership dues will fund all services shared by all members except those products and services that can pay for themselves. For example: administrative costs, board-meeting expenses, liability insurance, audit fees, etc.
2. Those who attend as well as any meeting sponsors will fund chapter programs. For example: catering costs, fliers, handouts, audiovisual services, honoraria, speaker gift, etc.
3. Because it is incumbent upon Chapter officers to participate in' Chapter functions: President. President Elect, Vice Presidents, Senior Advisors may attend ASTD sponsored workshops, when seats are available, at no charge except for materials, food and other costs.
4. The Chapter will pay for the President and President Elect's International ASTD annual convention registration fee.
5. The Executive Board will strive to maintain at least a \$5,000 balance in the Chapter demand deposit account.
6. The Executive Board will maintain a cash reserve equivalent to six months of the Chapter's annual operating expenses.
7. Goods, services and cash contributions will be accepted per sponsor policies and guidelines, see <http://www.astdatlanta.org/displaycommon.cfm?an=2>

### Special Interest Groups

1. Expenses must be documented (with receipts), approved by the Vice President of SIGs, and submitted through the expenses reimbursement process for payment. Event revenue must be outlined in the SIG operating plan.
2. SIG income and other revenue are maintained in the Chapter account.

### Budget Responsibilities of Officers

1. The incoming Vice President of Finance will distribute budget procedures and financial policies to the incoming Extended Board in November of each year.
2. The Vice Presidents and their Chairs will develop accurate operating plan information.
3. The operating plan should be finalized by the February board meeting each year and made available to members upon request.
4. The Vice President of Finance will distribute a detailed monthly financial report to all officers, identified committee chairs and the Board.
5. Expenses incurred by Officers and Chairs must be submitted for payment within 30 days per the expense reimbursement process or they may not be reimbursed.
6. All invoices/expenses must be submitted for payment by December 15. All Vice - Presidents must inform the Vice President of Finance by December 15 of any end-of-year expenses to be paid between December 15 and December 31.
7. Vice Presidents are responsible for ensuring that monies spent have been budgeted. All non-budgeted expenses except those less than \$200, will need to be approved by the Executive Board.
8. Chairs will submit payment request forms and required documentation (receipts for expenses and invoices for bills) to their Vice President for approval through the expenses reimbursement process for reimbursement of expenses. Vice

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- Presidents will submit expense reimbursement requests through the expenses reimbursement process for payment.
9. The Executive Board and Board of Directors must approve all unplanned expenses or variances. Example: Workforce Challenge 2008 or other opportunities during the year not anticipated in the planning process.
  10. These policies shall be reviewed yearly and updated as necessary.