

ACerS Financial Overview and Guidelines for Volunteers

Financial Overview:

- ACerS is a 501c3 recognized by the IRS and is exempt from federal tax. ACerS is also exempt from sales tax in many states.
- The Board of Directors is responsible for the financial affairs of the Society.
- The Treasurer serves a 2-year term.
- The Finance Committee consists of six members serving one year terms – the treasurer of the board who serves as chair, the president, the president-elect, two board members and one member at large. The Finance Committee shall act in an advisory capacity to the Board of Directors in all financial matters as set forth in the following Rules.
 - The Finance Committee shall perform such duties as requested by the Board of Directors relating to audits and reviews of the Society accounts.
 - The Finance Committee shall review annually, prior to the Annual Meeting, the prior year's Balance Sheet of the Society and make recommendations to the Board of Directors on moneys to be transferred from Operations to the Reserve Fund. This recommendation shall be consistent with the Long Range Plan of the Society.
 - The Finance Committee shall maintain Board approved Financial Guidelines to be documented in the Procedures Manual and appended to the Constitution.
- The primary financial governing documents are:
 - Generally accepted accounting principles
 - Federal and state tax code applicable to non-profits, specifically 501c3 organizations
 - ACerS Constitution and procedures manual
 - ACerS Treasury guidelines
 - ACerS Investment guidelines
- ACerS accounting staff:
 - CFO – Laura Vermilya, CPA
 - Two accountants – Jeff Horne and Charen Hill
- Certified Public Accounting firm – Plante & Moran
 - conduct an annual audit

- prepare IRS 990 tax filings
- provide guidance as needed
- Board approves annual budget and business plan
 - Staff prepare budget in early fall
 - Treasurer and Finance Committee review it in November
 - Final Board approval occurs in December or January
- Finance and Executive committees review actual financial results compared to budget on a quarterly basis
- Board reviews actual results compared to budget at least two times per year
- Board approves annual auditors' report

Financial guidelines for volunteers

- Officer expenses are reimbursed as directed by the ACerS Constitution.
- Board of Director travel expenses are reimbursed for Board activities “at locations other than technical meetings of the Society” up to \$500 per director per year.
- Committee members, task groups and other key volunteers can apply for travel reimbursement “to meet at locations other than technical meetings of the Society” up to \$500 per person per year. Funds are available on first come/first served basis.
- Funds must be requested and approved in advance. Receipts should be provided for reimbursement.
- The Board has sole and exclusive power to incur debt in the name of the Society.
- Divisions, sections, classes, student organizations, etc. cannot obligate the Society except on authority of the ACerS Board.
- Divisions and classes may, with ACerS Board approval, assess its membership for funds or establish special funds through special symposium, solicitation, gifts or other means. These funds will be paid to the Society. The money will sit in a special fund and be administered by the Society.
- Each division of the Society will receive an annual allocation amount per member as specified by the Board – currently \$10 per member.

- Membership data as of August 31 is to determine the subsequent January 1 allocation.
- A minimum of \$1,000 will be allocated for those divisions whose membership is less than 100, and therefore not enough to reach \$1,000.
- Carryover of division funds is allowed from year to year up to a maximum limit (per the Constitution).
 - The maximum division fund balance from Society allocated funds on January 1 of any year can be no more than twice the allocation calculated on August 31 of the previous year for that division. Example: 300 members on Aug. 31 @ \$10 per member = \$3,000 allocation on Jan. 1st
 - carryover limit on December 31st = \$3,000
 - the maximum balance allowed on January 1st = \$6,000 (\$3,000 allocated, plus \$3,000 allowable carryover)
- Society allocated funds are accounted for separately from any funds raised externally by a Division. Externally raised funds are exempt from any imposed maximum on the Society allocated division funds.
- The division funds are designed to strengthen the Division's plans for programming and membership needs. The funds should be used in ways to support the purpose and strategic plan of ACerS. Typical uses of division funds include:
 - planning, including strategic planning
 - invited speakers' honoraria and expenses
 - newsletters, mailings, postage, membership drives
 - student member assistance
- Division funds cannot be used for:
 - any purpose that violates local, state and federal laws
 - any purpose prohibited by the ACerS Constitution or Board established policies
 - open ended obligations (requests should be for specific amounts for a specific activities)
 - division officers' "out of pocket" expenses attending technical meetings
- Each division must file request and approval of expenditures to Society headquarters.
- Sections may, with ACerS Board approval, assess its membership for reasonable dues. These funds can be in the custody of the treasurer of the section.

- Section dues collected by ACerS are remitted to the section treasurer twice per year.
- Sections have their own federal tax id are also exempt from federal tax and sales tax in applicable states.
- Sections are to remit profit and loss statement to ACerS headquarters each fiscal year.
- Beginning in 2007, sections must complete IRS 990 filing (990-N postcard). This filing is completed by the ACerS accounting staff.