

## ACRP Chapter Financial Management Guidelines

*This resource provides guidance on areas related to the management of Chapter finances.*

For the benefit of our Chapters and volunteer leaders, Chapter finances are managed in-house by ACRP's Finance Department. Chapter Board/Leadership Team members can work with ACRP staff to monitor and request funds.

### Chapter Expenditures

Chapter funds must be used exclusively for Chapter-related activities that benefit members. The Chapter and its leadership team are responsible for ensuring that all expenses are reasonable, appropriate for a not-for-profit and tax-exempt organization, and aligned with ACRP's mission and purpose.

Chapter funds can be used for:

- Expenses related to Chapter events (e.g., venue space, food & beverage, virtual meeting platforms, etc.)
- Administrative tools for Chapter management (e.g., Microsoft suite, Google Drive, etc.)
- Chapter-branded merchandise or other items intended for member giveaways
- Covering annual ACRP and Chapter membership for leaders and members. *Note: ACRP provides each Chapter with two complimentary annual memberships*
- ACRP Annual Conference registration for members when offered as a gift or raffle prize available to all members. *Note: ACRP provides each Chapter one discounted conference registration for use by either a leader or a member delegate*
- ACRP Certification registration for members when offered as a gift or raffle prize available to all members
- Sponsoring local industry events to support ACRP Chapter presence
- Local industry memberships that benefit all members of the Chapter

Chapter funds may not be used for:

- Covering ACRP Annual Conference registration for a Chapter leader unless the same opportunity for coverage is offered to all members
- Covering ACRP Annual Conference-related expenses (e.g., airfare, lodging, meals) for leaders or members
- Covering ACRP Certification registration for a Chapter leader unless the same opportunity for coverage is offered to all members
- Funding external individual professional development activities (e.g., non-ACRP events, training programs) for leaders or members
- Paying for individual memberships in other professional associations or societies
- Any expenses that are unreasonable, inappropriate for a not-for-profit and tax-exempt organization, or misaligned with ACRP's mission and purpose.



If you are unsure whether an expense is appropriate, please reach out to ACRP for clarification before incurring the cost.

### **Monitoring Chapter Finances**

ACRP Chapters will be provided with quarterly financial reports inclusive of details related to revenue streams and deductions. ACRP can provide additional reports as requested.

### **Requesting Reimbursement**

Expenses incurred by Chapters will mainly be managed through a reimbursement process. The funds used to pay these reimbursements will come from the Chapter's individual account. These expenses can include the purchase of Chapter-related items like gifts/prizes for members, materials for an event, restaurant tabs, etc. If there are extenuating circumstances, please work with ACRP for potential alternative solutions.

Chapter purchases and reimbursement requests must be reviewed and approved by the Chapter Board/Leadership Team before submission to ACRP. Pre-approval by ACRP is not required for Chapter purchases; however, the Chapter should ensure sufficient funds are available and that the purchases follow any rules set within these guidelines, the Chapter's Governance Document (Bylaws), and with [ACRP's Policy](#) for reimbursement, as applicable.

#### *Reimbursement Process*

1. The requestor completes the [ACRP Chapter Request for Reimbursement Sheet](#).
2. The Chapter Board/Leadership Team approves the request for reimbursement.
3. The requestor submits the completed reimbursement sheet along with detailed receipts to [chapters@acrpn.net](mailto:chapters@acrpn.net) and copies the Chapter.
4. ACRP's Accounts Payable team will process the reimbursement request using bill.com.
  - a. What is bill.com?
    - i. This platform establishes a vendor account for individuals which will help with future payments for Chapter related reimbursements.
5. The requestor will receive updates from bill.com on the status of their reimbursement and can expect payment within two weeks.

### **Invoicing & Contracts**

In situations where Chapters are working with vendors (for example, an event venue or catering company), once the Chapter has agreed upon the terms with the vendor, all parties will work with ACRP for contract execution and invoicing for payment. ACRP will be the signatory for contracts and will pay vendors directly from the Chapter's account. The turn-around time for contract review and signature is five business days. Timing for vendor payment will be per contract terms.



### **Taxes & Insurance**

ACRP Chapters are considered tax-exempt under ACRP's 501c(3) status. In most cases, ACRP and Chapter volunteers organizing Chapter events are covered under ACRP's insurance policies. ACRP can provide details upon request.