



From *Regional Assembly Handbook*

### **FINANCES OF REGIONAL ASSEMBLIES**

1. Conferences of the Regional Assemblies shall be self-supporting. The treasurer or secretary/treasurer of each Regional Assembly, in consultation with the other regional officers, shall prepare a proposed budget for the annual Regional Assembly Conference and submit it to IACBE headquarters for approval prior to the conference. For each Regional Assembly, funds collected from the Regional Assembly Conferences in excess of actual expenses will be held in a separately-funded regional treasury account for use by the Regional Assembly for IACBE-related activities.
2. The registration fee for each Regional Assembly Conference must be sufficient to cover all estimated conference expenses. If, after the conference has concluded, actual expenses exceed actual revenues, then the excess of expenses over revenues will be deducted from the regional treasury (if less than or equal to 25% of the treasury balance). However, if the regional treasury balance is not sufficient to cover this excess or if the excess is greater than 25% of the regional treasury balance, then the difference must be added to the subsequent year's conference budget as a fixed cost that, along with other expenses, must be covered by the registration fee for that year's conference.
3. The host institution of each Regional Assembly Conference will receive two (2) complimentary conference registrations. The individual responsible for planning the conference will receive a complimentary conference registration.
4. Itemized receipts for Regional Assembly Conference expenses must be submitted to IACBE headquarters within thirty (30) days of the conclusion of the conference.
5. The Director of Finance of the IACBE will process payment of Regional Assembly Conference expenses within thirty (30) days of receipt of itemized receipts.
6. An annual financial report for each Regional Assembly will be prepared by IACBE headquarters. The report will include figures for the previous calendar year for the Regional Assembly's beginning account balance, revenues collected during the year, expenditures made during the year, and ending account balance. The financial report shall be distributed to the regional officer team by February 28 of each year.

### **REGIONAL ASSEMBLY EXPENSE FAQs**

#### **How are expenses associated with Regional Assembly Conference meetings handled?**

Regional Assembly Meeting expenses are paid by the event organizers and then reimbursed by the IACBE from that region's treasury (see 4-5 above).

### **Can you provide more specific information?**

Conference planners usually pay for conference expenses using a credit card. After the conference has concluded, each conference planner should send **one email** to [accounting@iacbe.org](mailto:accounting@iacbe.org) with the following information:

1. **All itemized receipts** for event expenses
2. **Payment instructions** for whom payment should be made payable to
3. **Complete remittance address** including if it needs to be sent to someone's attention

If a credit card cannot be used for a payment, there may be some instances when the IACBE headquarters uses funds in a Region's treasury to pay an invoice. For example, conference planners may receive/review an invoice from a food service provider and then share it as part of the email package sent to [accounting@iacbe.org](mailto:accounting@iacbe.org) as an invoice to be paid.

If there is a conference expense that needs to be paid **before** the event, please reach out to [Vanessa St. Laurent](#) for assistance.

### **How many complimentary registrations does each region receive? (see 3 above)**

Each region is permitted a total of **up to three** complimentary registrations:

- The conference planner receives **one** complimentary registration.
- The host institution receives **two** complimentary registrations.

Names of all complimentary registrations must be shared with the IACBE before the individuals register.

### **Is there any other information related to event expenses we should consider?**

Regions who obtain meeting sponsors must inform [IACBE headquarters](#) including the name of the sponsor, the amount, and the details of the sponsorship agreement. Please see the **Regional Conference Sponsorship Request** form on the [Member Only Resources page](#) of our site for a sponsorship request template.