



## APICS PHOENIX CHAPTER

**POLICY NUMBER:** 04-020  
**POLICY TITLE:** Chapter Professional Development Meeting Financial Management Policy  
**REVISION NUMBER:** B **DATE:** 15 December 2000

### 1. PURPOSE

The purpose of this policy is to provide guidance to individuals (normally the Chapter VP - Finance) who manage the administrative and financial duties of the Phoenix APICS Chapter (Chapter) monthly Professional Development Meetings (PDM). This policy addresses the correct procedures for processing the Chapter members in attendance and associated financial transactions.

### 2. PHILOSOPHY

The Chapter needs to maximize the educational and networking experience of all PDM attendees by providing the highest level of administrative service. The Chapter also must ensure that all financial transactions are handled accurately and efficiently to ensure the ongoing success of all parties involved.

### 3. SCOPE

This policy is applicable to all Chapter members performing the functions of cash box pick-up/drop-off, greeting table set-up, Chapter VP - Programs and banquet facility interface, attendee processing, cash collection and cash disbursement.

### 4. POLICY

- a. PDM manager or designee picks-up the cash box and associated materials at SAMinc.
- b. PDM manager or designee counts the \$150 start-up cash in the presence of a SAMinc representative, and checks off all other associated materials on the Chapter PDM Checklist. SAMinc will initiate the Chapter PDM Checklist in two (2) copies as part of preparing the cashbox and associated items for pickup. Further, SAMinc will include two (2) copies of the Chapter PDM Attendee (Reservation) Roster and the Chapter PDM Audit Form in the items to be picked up with the cashbox.
- c. PDM manager sets-up the greeting table at the meeting site as scheduled by the Chapter VP – Programs.
  - i. Organize nametags.
  - ii. Organize and display APICS Chapter and Society headquarters literature.
  - iii. Review Chapter PDM Attendee Roster.
  - iv. Set out dinner coupons and receipts.
  - v. Deliver PDM Evaluation forms and cash drawing slips to VP – Programs.
- d. PDM manager welcomes the Chapter PDM attendees as they arrive.
  - i. Check off attendee name, or enter attendee name on walk-in sheet on the Chapter PDM Attendee Roster.
  - ii. Circle form of payment (enter credit card type, number and expiration date if paying by credit card) on the Chapter PDM Attendee Roster.
  - iii. Take the payment and give change if applicable.
  - iv. Complete the receipt and provide to attendee.
  - v. Give a dinner ticket and a nametag to the attendee (if attendee is a walk-in they may use a pen to create a nametag).
  - vi. Offer literature and answer any questions the attendee may have and/or refer to appropriate BOD member, if present.
- e. PDM manager collects the cash box and materials, and stores them safely inside the meeting room at the start of Chapter PDM as determined by VP – Programs. PDM manager keeps a watch out for late arriving attendees, and processes these people as soon as is practical.
- f. PDM manager verifies the head count during the Chapter PDM. Afterwards, verify expenses per banquet facility invoice. Complete the payment check for the correct banquet facility charge, and retain the stub with the cash box. Complete additional checks for speaker airfare and hotel stay if

applicable. Also, please complete an Expense Report for all the above-mentioned expenses. All check stubs and the Expense report must be placed in the cash box to be returned to SAMinc.

- g. PDM Manager completes the evening end audit on the Chapter PDM Audit Form. Maintain one copy and send one copy to SAMinc for filing.
- h. PDM Manager or designee returns the cash box and associated materials to SAMinc, and counts the returned start-up cash and proceeds in the presence of a SAMinc representative.

5. ATTACHMENTS:

- a. Chapter Professional Development Meeting Checklist (example)
- b. Chapter Professional Development Meeting Attendee Roster (example)
- c. Chapter Professional Development Meeting Audit Form (example)

6. RESPONSIBLE FOR POLICY MAINTENANCE AND COUNSEL:

- a. Chapter VP – Finance