



## **Best Practices for Section Finances and Accounting**

One of the goals of ACerS is to support its Sections by assisting the Section with operating as smoothly as possible. One aspect of that is to ensure that each Section receives proper funding to carry out programs and activities that benefit all members. To that end, we offer the following best practices to Section treasurers and other officers to safeguard that good financial controls are in place.

- Each Section should base its accounting year on the same fiscal year as the Society, January 1 through December 31.
- Funding will be managed internally at ACerS. Funding is available at all times by contacting ACerS staff and completing the Chapter and Section Payment Request Form.
- ACerS can pay vendors directly, reimburse members (with proper documentation) or send an advance to the treasurer. The treasurer should forward all receipts and documentation to ACerS staff.
- It is important to establish a budget for each year that includes reasonable projections for funding/income and expected expenses. Such budgets do not need to be complicated, but they do need to be accurate and understandable. An official mid-year review is advisable to ensure the Section is on track with expectations.

For any questions, contact Marilyn Stoltz, ACerS Section & Chapter Liaison at [mstoltz@ceramics.org](mailto:mstoltz@ceramics.org) or Michael Johnson, ACerS Operations Director at [mjohnson@ceramics.org](mailto:mjohnson@ceramics.org).