

## A Day in the Life of a Chapter Executive Director - Finances Every Day

*By Laura Tiberi, CAE, Executive Director, Ohio Chapter, ACEP*

Managing the ACEP chapter finances is a lot like managing a household, but with someone else's money. Extra care should be given to accountability!

**Annual Calendar:** I prepare an annual calendar that identifies

- Monthly reporting
- Meeting with Bookkeeper/Accountant
- Dates for paying the bills (Ohio ACEP is the 1<sup>st</sup> and 15<sup>th</sup> of the month or the closest weekday to that)
- Treasurer meetings
- Tax Return due dates
- 401K Specialized Reporting
- Payroll Reporting
- ACEP reporting (Dues and Disbursements)
- Grant reporting
- Investment Funds and Deposits

**Checks and Balances:** As much as possible in a small organization, have a division of duties.

- Receipt of checks and cash
- Credit Card Payments
- Check writing
- Invoice review and approval
- Recordkeeping and Record Retention

**But it's in the Budget...**

A budget is an operational guideline and goal statement. A program that isn't performing as expected may call for adjustments.