



NYS ACEWN Finance Guidelines

1. Each region utilizes their home institution for record keeping of the region finances. This means that all receipts are deposited and checks are paid from the respective home institution.
2. Each region contributes 10% overhead, calculated as a percentage of fees collected, to NYS ACEWN. The overhead amount should be included as an expected expenditure when events are planned.
3. Two months prior to hosting an event, the regional representative sends the NYS ACEWN State Coordinator and Treasurer a budget summary of the planned activity including number of attendees, expected revenue and expected expenditures. A template for this reporting can be found on the NYS ACEWN web site.
4. The overhead payment should be paid to NYS ACEWN by no later than 1 month following the conclusion of an event and be accompanied by the actual summary of revenues and expenditures for the event.
5. Each region sends the NYS ACEWN Treasurer a report of actual financial activity, due by December 10 for the Fall and June 10 for the Spring utilizing the template mentioned above.

Payments should be mailed to:

New York State ACE Women's Network
Treasurer
as listed in the Executive Board on
nyacenet.org