



## Frequently asked Questions about Committee Budgets

### **What is our financial obligation to the Chapter?**

As stated in the agreement your committee signed, each committee must produce *“two revenue-generating events in support of the Chapter. Committees will keep any sponsorship gained for these events but the Chapter will collect the program revenue. There will be no exceptions to this rule.”*

### **What if we have a great idea but not the manpower to produce an event?**

Contact Katie Spencer at [kspencer@aiadc.com](mailto:kspencer@aiadc.com). The Chapter staff is very happy to do the heavy lifting.

### **So we get to keep the sponsorship – any restrictions on what we can do with it? What about paying for refreshments at committee meetings?**

If you are going to provide any sort of refreshment at your event or for any of your committee meetings you need to use your sponsorship revenue to cover it.

### **How should we handle sponsorship?**

If you have an idea for a sponsor, please contact Mary Fitch or Katherine Adams to make sure you are not approaching a sponsor that has already been solicited by the Chapter, the Foundation or another committee.

### **What if we produce a revenue generating event beyond the two required? Do we get to keep the income?**

Revenue generated by a typical education class (~25 people) can be used for honorarium for future speakers or other committee expenses. Revenue from a larger event that requires a lot of space or a lot of staff time must help cover those expenses.

### **What about free events?**

We have found the ‘no-show’ rate for free events is really quite high – between 25% and 30%. For this reason, we do not recommend doing free events. If people have some investment in the program they are more likely to show up. You’ll get much more reliable numbers for your committee (and your speaker) if you charge.

### **What happens to revenue generated by events?**

It goes toward the Education budget of the Chapter.

### **How can I determine how much money our committee has?**

The Chapter has committed to giving each committee a full accounting of what is in their income line each quarter. If you need to know at any other time feel free to contact Sinclair ([serdwien@aiadc.com](mailto:serdwien@aiadc.com)) who can pull that information for you.

### **What happens to the money at the end of the year – does it roll over?**

As described in the agreement your committee signed surplus income does not roll over to the next year. For accounting purposes the Chapter runs on a cash basis and crossing calendar years with income can be quite tricky. We understand that it is hard to get up and running each year but in fundraising terms we have to do that every year as well. If this becomes an issue with a number of committees we will review this requirement at the end of 2015.