



GUIDELINES FOR THE PREPARATION OF BUDGETS FOR THE SPECIAL INTEREST GROUPS

The following guidelines will assist the special interest groups in the preparation of their budgets for the current fiscal year. According to Board of Directors' policy, the Finance Committee has set aside funds to be used by the Special interest groups exclusively for programming and special projects; the Finance Committee, through the Executive Vice President (EVP), has the responsibility for budget review, approval and monitoring.

AACP is on a July 1-June 30 fiscal year. SIG planning for Annual Meeting programs, and perhaps other special programs, usually will not coincide with the year in which designated funds may be spent. Annual Meeting expenditures, for example, will be reflected in the fiscal year following their approval. The AACP Governance team and EVP will work with SIG leadership to ensure that any questions are clarified.

As a primary working principle, SIG officers should ensure that they make every effort to communicate with each other. Experience has shown that often a program planner (Chair-elect) is not aware of decisions requested and/or made by the Chair.

Approved budget funds not expended during the period for which they were approved will return to the Association's general fund; there is no "holding over" of funds to subsequent fiscal years.

Budgeting

Generally, funds provided to the Special interest groups include two components:

1. **Special Projects and Operations (Due December 1)** – must be submitted for review by the Finance Committee and are charged against the Special interest groups' budget line. Please submit requests no later than **Thursday, December 1**. Each SIG will receive a budget at a rate of \$2.00 per member, based on the June 30 membership report, but not less than \$500 for special projects and operations. Budget requests beyond this level may be requested for consideration. Occasionally it may be mutually advantageous and agreeable to have headquarters provide a service under this component of the budget. When this occurs the SIG's allocation will be charged appropriately.

Special Projects

Special projects can include but are not limited to meetings, development and/or purchasing of reports and/or publications, etc. The governance team will respond in writing to all special interest group requests for funding.

If a special project needs cannot be met AACP outside sources of funding may be sought. The use of these funds must still conform to the Annual Meeting policy approved by the Board and these budget guidelines. The SIG should work with its staff liaison to identify possible sources of outside funding. To avoid duplicate or conflicting fund-seeking efforts, the Association will coordinate and solicit fund raising for these purposes. No commitments for the expenditure of these funds should be made by the Association or the SIG until the Association has been assured that they will be forthcoming. The Association will receive grants and disburse payments based on requests and accompanying receipts.

Operations

Costs for mailings by SIGs (including postage and photocopying of flyers, brochures, etc.) will be reimbursed upon presentation of a request for reimbursement (including receipts) to [Sandy Stutman](#). This component will be monitored by Ms. Stutman. No funds will be reimbursed or charged if the SIG overspends its allocation. REMINDER: Listservs are a cost-effective and efficient method for meeting many communication needs and are available to all SIG members.

Conference calls – SIG chairs and chairs-elect should contact [Sandy Stutman](#) to schedule and arrange a conference. Provide Ms. Stutman with the number of participants on the call, the time and date of the call, and the leader of the call. A confirmation email will be sent to you shortly after this information is received. Please contact Ms. Stutman no later than 2 business days before the intended call. The cost of a general conference call (5-6 participants for an hour call) is \$25. Please submit an estimate of the number of calls your SIG may utilize.

Webinars – SIG chairs and chairs-elect should complete the [webinar request form](#) and send it to [Sandy Stutman](#) to approve the webinar fits in the SIG's budget. Guidelines for webinars can be found on the [AACP web site](#). Please contact Ms. Stutman no later than 60 days before the webinar. The general cost of a webinar (100 participants for an hour) is \$50. Please submit an estimate of the number of webinars your SIG may utilize.

These Guidelines have been prepared to assist the SIGs and staff in providing the highest level of service possible to AACP members. Any suggestions for improving or modifying these Guidelines should be made in writing to [Melinda Colón](#).

2. **Annual Meeting (Due January 18)** – the following guidelines supplement existing Board of Director Policy regarding the Annual Meeting. Each SIG will receive a budget at a rate of \$3,000 for Annual Meeting programming. The governance team must receive all requests no later than **Wednesday, January 18**. This means that SIGs must have plans for their Annual Meeting sessions sufficiently developed in order to generate a budget by this date. These funds can only be used to pay speakers (honoraria, travel etc.), rent audio-visual equipment or buy materials. These funds cannot be used for food or beverage. Food or beverage may be incorporated into a session/program on a case by case basis and will be a ticketed event at an additional extra fee to the participants.

Please note the following allowable costs:

Speakers in Academic Pharmacy:

Each speaker may receive an honorarium not to exceed \$400 but **will not** be reimbursed for travel, room or meals.

Speakers Outside of Academic Pharmacy:

Each speaker may be reimbursed **up to** the following:

- Travel – at the AACP prearranged rate (use the Internet to find approximate lowest, coach airfare). **No Airfare greater than \$500 will be reimbursed without explicit prior approval.**
- Room – no more than two nights. Use \$250 per night as a guide (inclusive of tax).
- Meals – maximum allowance of 2 days, up to \$50 each day providing original receipts are submitted.
- Honoraria - not to exceed \$400.

Any deviation from the above policy should be approved by AACP prior to making a commitment to a speaker.

Audio/visual – at the AACP prearranged rate with meeting facility. If special audio/visual equipment (i.e. DVD machines, LCD projectors, microphones, etc) is required it must be requested upon program submission no later than **Wednesday, January 18**. The governance team will review these requests.