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## **ANS CLASS I TOPICAL MEETING**

### Policy for Budget Preparation and Financial Planning

#### **Budget Preparation**

All revenue from the meeting and meeting related activities (i.e., registration fees, grants, industry contributions, workshops, exhibits, special events, technical tours, spouse tours, etc.) must be included in the financial plan (Form 3: Class I Topical Meeting Financial Plan). Additional guidelines for this form may be found on Form 3A: Budget Form Guidelines and Instructions.

The meeting must be conducted within the financial parameters of the approved budget.

Items not included in the approved budget will be the sole responsibility of the local section and/or division and must be deducted from the monies accruing to the section and/or division share of the proceeds of the meeting.

Food and beverage functions, tours, and other special events must be budgeted to break even.

#### **Acceptable Expenses**

These guidelines are based on the premise that the benefits of registration fees paid by attendees at topical meetings should accrue to either the attendee or to the American Nuclear Society general membership through the activities of its local section and its technical divisions.

#### **Technical Program Committee**

The following expenses are allowable:

- Meeting room rental and set-up charges (if applicable)
- Materials and printing of committee and review meeting materials
- Telephone and telefax charges
- Mail charges
- Call for Papers printing expenses

#### **Additional guidelines:**

Travel expenses for members of the Technical Program Committee (TPC) to attend local meetings are not allowable meeting expenses.

#### **Arrangements Committee**

The following expenses are allowable:

- Meeting room rental and set-up charges (if applicable)
- Materials and printing of committee materials and forms
- Meeting advertising costs in *ANS News*
- Telephone and telefax charges
- Mail charges
- Bank charges
- Cost of celebration/awards dinner not to exceed \$1,000 (must be pre-approved in the budget)
- Provisions for services provided to disabled meeting participants (see the section entitled "AMERICANS WITH DISABILITIES ACT PROVISIONS")

### Additional guidelines:

Services of a Headquarters meeting planner are available to all topical meeting organizers on a cost recovery basis.

### **Topical Meeting**

The following expenses are allowable:

- Registration and office equipment
- ANS staff travel including air fare, hotel and miscellaneous travel expenses
- Telephone and telefax charges
- Signs and posters
- Registration materials and forms
- Badges and tickets
- Audio/Visual equipment
- F&B

### **Additional Guidelines**

All banquets, luncheons, tours, and other special events should be budgeted to “break-even” financially. Participation by members of the arrangements committee is not chargeable to the meeting. (Subsections of the budget should show the break-even of these events.)

- Registration fees for non-ANS members should be set \$200.00 higher than the ANS member fee.
- All expenses must be itemized separately, attached to the budget, and submitted with the budget for approval to the Director of Meetings.
- Contributions to support the meeting must be documented for the final financial accounting of the meeting. Anticipated contributions should be clearly identified in the preliminary budget.
- Exhibits are expected to generate income. Set-up charges and security should be figured within the exhibit budget. Booth charges must be paid by exhibitors. (A subsection of the budget should show the profitability of the exhibit.)
- Display tables for educational/academic exhibits may be supplied free of charge or on a cost recovery basis.
- Highly specialized networking and audio/visual equipment is the financial responsibility of the presenter.
- The PROCEEDINGS may be printed locally or by ANS Headquarters, but whichever of these options is selected, the PROCEEDINGS are expected to break-even financially. (A subsection of the budget for PROCEEDINGS should show the break-even.)
- No complimentary meals or hospitality expenses should be paid to local committee members or to registration and other personnel.
- No guest travel expenses are chargeable. The only exception would be, in rare cases, if the presence of the guest was vital to the success of the meeting and the guest had no organization upon which to call for the expenses. Such exceptions must be approved by ANS Director of Meetings prior to final approvals by NPC.
- Student financial assistance, or other such activities, are not topical meeting expenses and may not be included in the meeting financial plan.
- Local sections are encouraged to offer financial assistance to students as an off meeting budget activity.
- Teacher Workshops, if conducted in conjunction with the topical meeting, must be budgeted separately. All costs for the workshop are the responsibility of the local section and are not allowable topical meeting expenses.
- Spouse/Guest hospitality expenses should be covered by a separate registration fee and should not burden the registration fee paid by attendees.
- Speakers are expected to register for the meeting. In rare cases, it may be necessary to cover travel expenses for a keynote speaker.
- Gifts and Financial Awards are not a chargeable meeting expense.

Note: ANS Headquarters will be available to provide real-time guidance to organizers who feel they are inexperienced in ensuring the financial success of special events, exhibits, or publications.

## **Solicitations for Industry Contributions**

The intent of these guidelines is firstly, to prevent over-solicitation of nationally based firms, and secondly, to protect the ability of the national ANS to solicit from both Organizational Members and national firms for programs to the benefit of all ANS members. Thus, differentiation is made between strictly local firms and national firms which may, or may not, be headquartered locally.

### **Government Grants**

Record keeping and final grant closeout reporting are the responsibilities of the originating group (usually the local section) applying for the grant.

### **Definitions**

Small local organizations are those whose headquarters are based in the locality of the local section concerned and which do not have a network of branches extending to other states and localities. (Example: The local utility.)

Large local organizations fall into the category of a national organization except that their headquarters are within the area covered by the relevant local section. (Example: Westinghouse in Pittsburgh, PA.) National organizations are those with an extensive number of branches and whose headquarters are located outside the area covered by the relevant local section. (Example: Westinghouse in Richland, WA.)

### **Guidelines**

No solicitation should be made of an ANS corporate member without first clearing the proposal through the ANS Executive Director to avoid conflict with societal solicitations which may be made of that member. (Example: The PEP or NEED programs.)

The ANS Rules (R17.5.6) state that: *"Notification of the intent and purpose of the solicitation shall be given the President of the Society in writing, and he may disapprove of such solicitation within thirty (30) days of this notification."*

In addition, the Executive Committee at the Dallas meeting in June 1987 provided the additional guidance that: "Generally, the ANS President will approve solicitations by a local section provided such solicitations are limited to local organizations and for amounts no greater than \$1,000."

Solicitations from small local organizations do not require notification to the ANS Executive Director or the ANS President. Any solicitation should be made in specific terms by defining exactly what the funds will be used for - preferably within the interest of the firm solicited.

The firm solicited, however, could designate their contribution to pay for a social affair which might benefit the topical meeting attendees. This social affair is then essentially an advertising event.

Solicitation funds are part of the overall meeting accounts, although a separate subsection accounting may be appropriate if they are designated only to be used for a specific activity.

## **Allocation of Excess Meeting Revenue**

Based on the responsibilities and risk of the cooperating parties involved in the meeting, net proceeds will be distributed according to the Excess Revenue Distribution Form (Form 4) agreed to and signed by representatives of the local section and division, and submitted as part of the budget approval process.

All valid debts of the topical meeting are paid. Excess funds are distributed as follows: 50% to ANS Headquarters; 50% to the meeting host (local section or ANS HQ) and division. The meeting host and division must negotiate between themselves how to split the remaining 50% excess revenue based on the "value added" by each party, in accordance with existing meeting guidelines and policies.

## **Budget Approval**

The sponsoring section/division is required to send the ANS Director of Meetings a preliminary budget and estimated income statement (Form 3: Class I Topical Meeting Financial Plan) for the meeting before the request for preliminary approval is sent to the NPC, i.e., at least 12-18 months prior to the proposed meeting date. Budgets for all ANS Class I topical meetings must have ANS Headquarters (Director of Meetings) approval and NPC approval before such meetings can receive preliminary approval or before the meeting can be publicized through normal ANS channels. The ANS Director of Meetings will either approve the budget or return it with suggested revisions. If the revisions are not incorporated and a revised budget submitted, the ANS Director of Meetings will forward the budget to the NPC. Once approval from the ANS Director of Meetings and NPC Screening Committee is received, changes to the budget may not be made without submitting a variance request to the ANS Director of Meetings and NPC Chair for approval of the modifications. Generally, variances to the budget will only be approved if they are revenue neutral or net positive.

## **Final Approval**

The final approval request is presented to the NPC about 6-12 months in advance of the meeting. At this time, the NPC will seek assurances that the organizing group has made the necessary arrangements to ensure the technical and financial success of the meeting. The NPC Screening Committee will review the budget and all variances, along with the current status of revenues, expenses and commitments. Plans must be worked out in sufficient detail to give such assurances with regard to the mechanics of staging the meeting, the technical content, and the following list of items:

- Session titles and outline of technical content
- Names of the session chairs, the invited speakers, and the indication of degree of commitment need obtained, i.e., firm, tentative, no contact yet. At this stage, the NPC expects that no less than 75% of the invited speakers/session chairs have accepted the invitation to participate.
- Final listing of the technical program and paper review committee membership
- Updated meeting time schedule
- Pertinent details regarding any special events, tours, and hotel arrangements
- Final publication plans
- Updated Topical Meeting Information Questionnaire (Form 1) and NPC Meeting Worksheet (Form 2)

# **Financial Planning and Reporting Guidelines and Policies for Class I Topical Meetings**

## **Topical Meeting Finances**

An ANS topical meeting will be conducted with the participation of ANS Headquarters, one or more ANS Local Section(s), and one or more ANS Division(s) (except as noted in the next paragraph.) Other societies may participate, but one ANS organization must have the lead and overall financial responsibility. These guidelines do not cover recurring co-sponsored topicals in which ANS Headquarters and other societies alternate the financial and managerial responsibilities for the meeting. These guidelines do not pertain to those held by overseas local sections.

Control and allocation of topical meeting proceeds will be in proportion to the responsibilities of, and the risk assumed by, the organizing participants in the topical meeting.

Topical meetings are to be financially self-sustaining over time, with each topical meeting having a financial goal for planning purposes of a net excess (revenues less meeting costs) equal to a target of at least 15% of revenue.

## **Responsibilities and Risks**

The following list of responsibilities assumes that a division-initiated topical is being conducted. The excess revenue split should be based on the relative contribution of each party. However, co-sponsoring organizations should be selected on the basis of program merit and not on the basis of a negotiated revenue split.

## ANS Headquarters

- ANS Headquarters will have primary financial responsibility and will assume the ultimate financial risk for the meeting; however, local sections and divisions must follow the guidelines and financial policies outlined in this manual.
- The National Program Screening Subcommittee will assure that topical meetings sponsored by the Society and its divisions and local sections meet the Society's quality standards for technical and scientific contributions, will assure that the financial and legal risks to the Society are minimal, and will evaluate the meeting based on integration with meetings already scheduled on the base calendar.
- The NPC Screening Committee will, in coordination with participating sponsoring organizations, schedule the meeting and recommend preliminary and final approval to the National Program Committee and ANS President based on its review of the proposed meeting.
- The ANS Director of Meetings will review hotel contracts and the budget and will recommend approval or disapproval to the NPC based on whether the hotel contract is within appropriate risk levels and that the proposed budget is within the parameters of the Financial Guidelines and Policies. This review is required for preliminary and final approval for the meeting from the NPC.  
All hotels contracts will be signed by ANS. No hotel contract will be signed until the budget is approved.  
**Note: If the contract is not reviewed and approved by the ANS Director of Meetings prior to signing, the local section assumes the financial risk and liabilities of the contract.**
- ANS will initiate procedures to recover uncollected meeting funds. Any funds collected will be distributed to the organizers according to the agreed-upon distribution formula for the meeting.
- The ANS Finance Committee will be available for review of the financial results of meetings as requested by the ANS Director of Meetings.

## ANS Meeting Host (Local Sections or ANS HQ)

The meeting host (the ANS Local Section or ANS HQ) assumes the financial responsibilities listed below.

- Will prepare the Class I Topical Meeting Financial Plan (Form 3) and the Topical Meeting Publication Plan (Form 5) and submit these plans to the ANS Director of Meetings prior to requesting or receiving preliminary approval from the NPC. These financial plans shall be updated to reflect the final proposed program and shall also require approval from the ANS Director of Meetings.
- Will collect and disburse all funds accruing to meeting activities and provide a final meeting accounting to the ANS Director of Meetings no later than three (3) months following the meeting or following the issuing of the final publications.
- The final accounting report must include an itemized list of all uncollected meeting funds, such as funds still outstanding from purchase orders, payments due from unpaid attendees, and funds not collected due to bad checks presented for payment of registration fees. (Note: The itemized list must include the amount due, name, affiliation, and address for each outstanding item.) Note: ANS will initiate procedures to recover uncollected meeting funds. Any funds collected will be distributed according to the agreed-upon distribution formula for the meeting.
- Will coordinate with and make all contractual and final arrangements with the meeting facility and other meeting suppliers.  
**Note: The hotel contract must be reviewed by the ANS Director of Meetings and signed by the ANS Executive Director. If the contract is not reviewed and approved by the ANS Director of Meetings prior to signing, the local section assumes the financial risk and liabilities of the contract.**
- Will, in conjunction with the division, develop the Topical Meeting Publication Plan (Form 5).
- Will report the meeting finances to the Internal Revenue Service (IRS) and/or state taxing authority as part of the required annual reporting requirements of the local section.
- Will assume total liability for expenditures not identified or accepted and approved in the final Class I Topical Meeting Financial Plan (Form 3) for their area of accepted responsibility.
- Will be responsible for all record keeping and final grant closeouts for meetings where government grants have been obtained.

## ANS Divisions

Divisions are not legal entities separate from ANS; therefore, cannot sign contracts or commit the Society. (In the event that the topical meeting is being organized by a local section, the division may assume the responsibilities listed below.)

- Will normally develop the Topical Meeting Publication Plan (Form 5).
- Will, in conjunction with the local section, develop and conduct the technical program as approved by the NPC.
- Will conduct the technical program within the final financial plan. Expenditures caused by division actions not identified and approved within the final Class I Topical Meeting Financial Plan (Form 3) may be charged against the division accounts at ANS Headquarters.

### **Allocation of Excess Revenues**

Based on the above responsibilities and risks, meeting net proceeds will be disbursed according to the approved Class I Topical Meeting Financial Plan (Form 3) and signed Excess Revenue Distribution Form (Form 4) that were submitted as part of the budget approval process.