



SOUTHEAST REGION  
CIVIL AIR PATROL  
Funding for Region Sponsored Events

Guidelines:

Region members should be forward thinking in looking for the best return on investment when conducting a Region Sponsored Event (RSE). This policy is intended to provide guidelines for region members who are responsible for executing a RSE to ensure effective use of time and to minimize expenses. This policy is intended to insure that SER is fiscally responsible in executing any event. While this policy strives to encompass all situations, it is impossible to anticipate every one encountered by members who are orchestrating a RSE. The member should be aware of the right of the region finance committee to question and/or deny any line item on a voucher that does not have the correct documentation attached or was not included in the original budgeting plan. The member should also be aware that should they have exceeded their event budget, without authorization, the expense voucher may be denied.

Event Budgeting:

The SER Director for the RSE or Event coordinator will send the Event Profile/Requirement with the description of the event requirements, location, and expected number of attendees three months before the event date (exceptions are possible based on the size and complexity of the event) along with a budget proposal to the SER Finance Officer and or Committee.

The budget proposal will include a line item cost to insure all requirements are met. Items to be considered (this is not an all-inclusive list)

- Travel costs for required staff for the event
- Meals for attendees
- Facility rental costs
- Administrative items (paper, pens, ink, etc)
- Use of internet or IT Infrastructure
- Training Material for attendees and instructors
- Costs of Lodging if required by attendees
- Awards, gifts for Keynote Speakers

The budget proposal will specify if an item is to be considered for the attendee registration cost or if the cost will be a separate cost to the attendee. (I.e. attendees may be responsible for their own lodging and meals or it may be covered in the cost of the event).

There is no magic number to determining the amount to charge for an event. Certainly it is within the scope of reasonableness to have a slight "pad" to the amount to ensure sufficient funds are raised to make sure the event does not leave the unit "in the red" after an event because you cannot go back to all attendees to ask them to help make up for a loss. Failing to plan for **all** contingencies, and **for unknown** contingencies, can severely affect future operations. Good planning for the event is essential and plan for some contingencies. Therefore, the budget shall include a general reserve which is intended to cover these contingencies during the planning process or when the event payment is established. Suggestion is that this would be 10% of the 0 Balance Line Item Budget for the event. This amount is negotiable with the finance committee. If

there is an excess available at the end of the event the “overage” be allocated to an endowment with the finance committee’s approval.

#### Finance Committee Review:

Upon receipt of the two documents, Event Profile and Even Budget, the finance committee will be given copies to review prior to the next scheduled finance committee meeting. During that meeting, the finance committee will review the documents for correctness and budget items. The RSE organizer may be asked to attend the finance committee (Telephonically or Go to Meeting) to assist in clarification of the budget items. The finance committee may return the documents for corrections or further clarification if there is not sufficient information for acceptance of the budget.

Upon acceptance of the documents, the SER CC, at his discretion, will assign a member of the finance committee to be an oversight for the event. This person will work with the Event Coordinator to insure the event stays within the budget and provide guidance for the event coordinator if the budget is in jeopardy.

#### RSE Responsibilities:

Once the finance committee has accepted the proposed budget, the RSE coordinator will insure the information required for registration (Cost, Dates, etc) are relayed to the participants for the event.

During the execution of the event, the RSE Coordinator is expected to keep costs at the 0 Balance budgeting line. If at any time the RSE coordinator sees that the event cost will go over that budgeting line, he/she must coordinate with the Finance Committee Member assigned by the SER CC. That Member has the authorization to approve up to 10% over the budgeting 0 balance line or \$300 whichever is less. Anything above that amount must be approved by the finance committee.

***IF the RSE Coordinator goes outside the 0 Balance budget without approval, he /she may not be reimbursed for those expenses above the 0 balance.***

#### Reimbursement of RSE Expenses:

To be reimbursed, receipts for all budgeted line items must be included in the expense voucher. The RSE must submit the expense voucher to the SER Director of Finance within 30 days after completion of the event to be processed to meet the National Headquarters (NHQ) 60 day reimbursement requirement. No expense voucher will be paid if submitted to NHQ after 60 days.

#### RSE Expense Overages:

At the end of the RSE and all commitments have been paid, any excess collected funds will go to the general/endowment fund to support future events as needed.