

FINANCIAL MANAGEMENT

IABC Chapter Management Awards

Chapter Name: _____ Average Score _____

Award Earned: _____

	Excellent	Good	Poor
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Sections

1. GENERAL:

Has clearly stated financial management policies. Financial impact of all activities is included in chapter planning. In addition to dues and meetings fees, chapter has a variety of income producing activities.

6 5 4 3 2 1 0

A sponsorship program is in place (both cash and in-kind support)

6 5 4 3 2 1 0

2. BUDGETING AND ACCOUNTING:

Chapter prepares an annual operating budget

6 5 4 3 2 1 0

Chapter uses an accounting system to track expenses vs. budget and communicate to board members on a regular basis

6 5 4 3 2 1 0

Cost control measures (such charging extra for nonmembers) are in place

6 5 4 3 2 1 0

Financial records are audited or reviewed by a qualified accountant every 2 – 3 years

6 5 4 3 2 1 0

Chapter has a reserve policy that is in line with IABC's Financial Guidelines and it is funded adequately

6 5 4 3 2 1 0

3. BANKING PROCEDURES:

Chapter reconciles bank accounts regularly

6 5 4 3 2 1 0

Cash flow is managed well

6 5 4 3 2 1 0

Average score for section 1 _____

Average score for section 2 _____

Average score for section 3 _____

Average score for all sections: _____

Comments on entry (content, structure, format): _____
