



AMERICAN CASE MANAGEMENT ASSOCIATION

ACMA Chapter Board Secretary and Treasurer Orientation

ACMA Chapter Advisory Council
March 2015

Agenda

- ▶ Introduction / Purpose
- ▶ Secretary Role / Responsibilities
 - 501(c)(3) implications
 - **NEW!** Chapter Elections Process
 - Transition Checklist / Transfer of Records
- ▶ Treasurer Role / Responsibilities
 - 501(c)(3) implications
 - Transition Checklist / Transfer of Records
- ▶ ACMA Resources
- ▶ Q & A

Why is This Important?

- ▶ Support chapter board officers in understanding their responsibilities
- ▶ Respond to the request by chapter presidents to offer this training
- ▶ Maintain ACMA's tax exempt status
 - If one chapter is out of compliance the entire organization is at risk



AMERICAN CASE MANAGEMENT ASSOCIATION

Chapter Secretary

Secretary Responsibilities

- ▶ Give notice of all member and board meetings
 - Create an annual calendar of meetings and send reminders to attendees
 - Include date, time and place
 - Minimum of four (4) board meetings per year (1 per quarter)

Secretary Responsibilities

- ▶ Supervise the custody of all records and reports. Scan at least annually to store electronically as a back up system.
 - Chapter Bylaws and Amendments
 - Signed Charter
 - Meeting minutes
 - Membership database (created and maintained by chapter)
 - Correspondence files
 - All chapter correspondence to members
 - Correspondence with speakers or vendors

Secretary Responsibilities

- ▶ Keep and report adequate records (minutes) of all meetings
 - Use ACMA template
 - Record only brief description of topic being discussed. Recording entire discussions and who said what is unnecessary
 - Prepare one copy of approved minutes
 - Within 60 days of meeting
 - Signed and dated by Secretary and President
 - For items requiring Board vote, record
 - The wording of the motion
 - The person making the motion
 - The person making the second to the motion
 - Whether motion was approved, failed or tabled
 - Nature of the vote – unanimous, for/against, and if anyone abstained from the vote

ACMA Minutes Template

Minutes Template available to download/print at:
www.acmaweb.org/chaptermanual

TOPIC	DISCUSSION	DECISION	TASK/TIMELINE

There being no further business, the conference call was adjourned.

Meeting Attendees:

Present

Absent

Respectfully Submitted by:

<<Insert Secretary Name>>, <<Insert Chapter Name>> <<Date>>

<<Insert President Name>>, <<Insert Chapter Name>> <<Date>>

<<Insert Name>>		
<<Insert Name>>		
<<Insert Name>>		
<<Insert Name>>		
<<Insert Name>>		
<<Insert Name>>		
<<Insert Name>>		
<<Insert Name>>		

Secretary Responsibilities

- ▶ Ensure chapter business records are properly filed – more on this under 501(c)(3) section
- ▶ Ensure compliance with chapter elections processes / timelines
- ▶ Submit chapter board and committee roster (including names, board positions and terms) and board Code/Conflict forms to ACMA National Office **by March 31 annually**

Chapter Leadership Reference

Available in Members Only section to board members posted on chapter webpage



AMERICAN CASE MANAGEMENT ASSOCIATION

2014-15 [REDACTED] Chapter Leadership Reference

Board Member Contact Information

Position	Name	Term Begin	Term End	Contact Phone	Contact Email
President	[REDACTED]	5/1/2013	4/30/2015	[REDACTED]	[REDACTED]
President-elect	[REDACTED]	5/1/2013	4/30/2015		
Secretary	[REDACTED]	5/1/2013	4/30/2015		
Treasurer	[REDACTED]	5/1/2013	4/30/2015		
Member-at-Large	[REDACTED]	5/1/2013	4/30/2015		
Member-at-Large	[REDACTED]	5/1/2013	4/30/2015		
Member-at-Large	[REDACTED]	5/1/2013	4/30/2015		

Committee Chair Contact Information

Education Chair	[REDACTED]	5/1/2014	4/30/2015	[REDACTED]
Membership Co-Chair	[REDACTED]	5/1/2014	4/30/2015	
Membership Co-Chair	[REDACTED]	5/1/2014	4/30/2015	
Nominating Chair	[REDACTED]	5/1/2013	4/30/2015	

National Board Liaison

Name	Contact Phone	Contact Email
[REDACTED]	[REDACTED]	[REDACTED]

Manager of Chapter Relations

Name	Contact Phone	Contact Email
Christina Hamilton	(501) 907-2262	chamilton@acmaweb.org

Chapter Incorporation Date: [REDACTED]

Chapter FEIN: [REDACTED]

Federal Tax Filing Requirements: Corporate tax return (1120) due annually to IRS by July 15 for previous fiscal year (May-April)

State Business Filing Requirements: Annual Report due [REDACTED]

ACMA Chapter Manual: www.acmaweb.org/chaptermanual

Chapter Board / Committee Transition Planning

	May 1-April 30 2014-15	May 1-April 30	May 1-April 30	May 1-April 30	May 1-April 30	May 1-April 30	May 1-April 30	May 1-April 30	May 1-April 30	May 1-April 30
President	Mickey Mouse (RN)									
President-elect	Minnie Mouse (SW)									
Secretary	Donald Duck (RN)									
Treasurer	Scrooge McDuck (SW)									
Member-at-Large	Daisy Duck (RN)									
Member-at-Large	Buzz Lightyear (SW)									
Member-at-Large	Belle (RN)									
Member-at-Large	Ariel (SW)									
Member-at-Large	Chip (RN)									

NOTE: WITH ELECTION OF OFFICERS, EVERY ATTEMPT WILL BE MADE TO MAINTAIN A BALANCE OF RN AND SW MEMBERS. MEMBER-AT-LARGE DESIGNATIONS MAY CHANGE BETWEEN RN AND SW TO MAINTAIN THE BALANCE DEPENDING ON THE DISCIPLINES OF ELECTED OFFICERS.

Education Committee	aaa- chair bbb ccc ddd eee fff									
Membership Committee	ggg-chair hhh iii jjj kkk lll									
Nominating Committee	mmm-chair nnn ooo ppp qqq rrr									

NOTE: COMMITTEE APPOINTMENTS SHOULD BE MADE FOR A SPECIFIC TERM (I.E. 1 YEAR, 2 YEARS, ETC.) AS DETERMINED AND APPROVED BY THE CHAPTER BOARD AND IN WRITING TO THE APPOINTEE. IT IS TYPICAL THAT APPOINTMENTS DO NOT EXCEED ONE YEAR, AND CANNOT OVERLAP INTO ANOTHER PRESIDENT'S TERM. IT IS ADVISABLE THAT APPOINTMENTS ARE MADE FOR ONE YEAR TERMS AND RENEWED FOR THE SECOND YEAR BASED ON SUCCESSFUL PERFORMANCE.

Secretary Responsibilities

- ▶ Verify all chapter reports are completed and sent to ACMA National Office on time
- ▶ Go to Chapter Manual Section 15 for Checklist on Reporting to National
www.acmaweb.org/chaptermanual
 - Code of Ethics and Conflict & Interest forms **due March 31**
 - Annual Objectives **due February 28**
 - Long Term Goals & Short Term Objectives
 - Quarterly Chapter Reports
 - Q1 (May, June, July) **due August 31**
 - Q2 (August, September, October) **due November 30**
 - Q3 (November, December, January) **due February 28**
 - Q4 (February, March, April) **due May 31**
 - Chapter of Excellence / Merit documents if applicable

Chapter Board Code of Ethics

Due Annually by March 31 for all upcoming fiscal year board members



American Case Management Association Chapter Board Code of Ethics

In agreeing to this Chapter Board Code of Ethics, each Chapter Board Member of The American Case Management Association (ACMA), pledges and agrees to:

1. Avoid conflicts of interest and disclose to the American Case Management Association any material transaction or relationship that reasonably could be expected to give rise to a conflict of interest, or the appearance of a conflict of interest.
2. Engage in and promote honest and ethical conduct, including ethical handling of actual or apparent conflicts of interest between personal and professional relationships
3. Take all reasonable measures to hold confidential all matters pertaining to the ACMA and prevent the unauthorized disclosure of this information, which, if disclosed, would injure the Association's reputation or competitive advantage.
4. Promptly report any possible conflicts of interest or other possible violations of the Chapter Board Code of Ethics by any Chapter Board Member to the National Office. The National Office and National Board will determine the appropriate course of action.
5. Represent, with un-conflicted loyalty, the interests of membership. This accountability supersedes any conflicting loyalty such as that to other professional member associations and membership on other boards. Therefore, membership on the board of any professional association or any committee of any competing professional association must be disclosed and approved by The ACMA National Board.
6. Shall not attempt to exercise authority over the Association or its staff except as set forth in Board policies.
7. Commits to act honestly, truthfully, consistently and with integrity and free from influence in all professional and ACMA transactions and dealings.
8. Shall not accept anything of value from anyone that would impair or be presumed to impair professional judgment on behalf of ACMA activities.
9. Shall keep up-to-date on developments in the field of case management, and will improve the understanding and to advance collaborative practice.
10. Shall not attempt to represent any acts or statements in such a way as to lead others to believe that they officially represent The ACMA, unless duly authorized by The Board of Directors.

STANDARDS OF CONDUCT

1. I agree to be informed about the organization's missions, services, policies, and programs, and to inform others about the Association.
2. I agree that I am fiscally responsible, with the other board members, for this organization. It is my duty to know what our budget is, and to be active in planning that budget, and planning the revenue strategies to meet that budget.
3. I agree that I am responsible to know and approve all policies, and to see that The ACMA is well run. This includes keeping abreast of board business and decisions when absent from meetings and/or conference calls by consulting with other directors.
4. I agree to serve on committees or task forces and offer to take on special assignments.
5. I recognize that authority rests with the Board of Directors and will make no personal promises nor take any private action that may compromise the ACMA.
6. I will confine my board action to policy making, planning, and appraisal, and I will help frame policy and plans only after the board has consulted those who will be affected by them.
7. I will refuse to surrender my independent judgment to special interest or vendor groups for personal gain or for the gain of my associates. Directors are expected to disclose annually: (i) membership on vendor sponsored professional advisory boards; (ii)

An Agreement & Personal Commitment to the Code of Ethics & Standards of Conduct for the Chapter Board of Directors of the American Case Management Association

Board Member Signature: _____

Printed Name: _____

Chapter Name: _____

Date: _____

**Completed Form
Must be Submitted to
National Office**

Chapter Board of Conflict of Interest Disclosure

Due Annually by March 31 for all upcoming fiscal year board members



Chapter Board Member Conflict of Interest

Do you have ownership interest in any entity that could reasonably influence your ability to represent the interests of membership?

☐ Yes ☒ No

If, yes please describe the ownership interest:

Do you serve as a paid consultant, officer, administrator, board member, or speaker for any entity that could reasonably influence or appear to influence your ability to represent the interests of membership?

☐ Yes ☒ No

If yes, provide name of entity and describe relationship:

Do you serve as a paid consultant, officer, administrator, board member, or speaker for any entity that is currently or may become a direct competitor of The ACMA?

☒ Yes ☐ No

If yes, provide name of entity and describe relationship:

(provide information requested)

Have you accepted any gifts, entertainment, or other favors from any individual or entity that does or is seeking to do business with The ACMA, or has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from The ACMA?

☐ Yes ☒ No

If yes, describe what was received and relationship:

ALL questions MUST be answered.
Any questions answered "YES" MUST provide additional detail in space provided.

Have you accepted any gifts, entertainment, or other favors from any individual or entity that does or is seeking to do business with The ACMA, or has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from The ACMA? ☐ Yes ☒ No

If yes, describe what was received and relationship:

Have you accepted any gifts, entertainment, or other favors from any individual or entity that does or is seeking to do business with The ACMA, or has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from The ACMA? ☐ Yes ☒ No

If yes, describe conflict of interest or apparent conflict of interest:

Board Member signs here

By signing below, the director hereby certifies that all of the information contained on this form is true and correct and to the best of his or her knowledge and belief, or she has made reasonable efforts to assure that accurate and complete information has been provided.

(Board member's signature)
Signature of Director

(Date signed)
Date

***NOTE:**

Annually each chapter board member should complete this form post-election. By signing below, the Chapter Officer and Chapter President* hereby certifies that he or she has reviewed this form and has determined that:

☒ The information contained here does not indicate a conflict of interest.

☐ A conflict of interest exists but it can be reduced, eliminated or managed in the following way:

ONE decision option MUST be selected by board officers reviewing / approving form.
(2 more options on final page – total of 4 decision options)

Chapter Board of Conflict of Interest Disclosure

Due Annually by March 31 for all upcoming fiscal year board members

_____ A conflict of interest exists and the Chapter Officer/President cannot recommend approval of this activity.

_____ A conflict of interest exists but it is minimal and the Chapter Officer/President does not recommend management, withdrawal, or oversight.

(President-elect, Secretary or Treasurer signature) *(Date signed)*
Chapter Officer Signature Date

*(President signature * See below)* *(Date signed)*
Chapter President Signature Date

**NOTE:*
**For the Chapter President's Conflict of Interest form, the Chapter President-Elect reviews and signs.*

ONE decision option MUST be selected by board officers reviewing / approving form.
(2 more options on previous page – total of 4 decision options)

President-elect, Secretary or Treasurer signs here

President signs here, except on the Presidents form, then President-elect signs .

The President-elect CANNOT sign both approval lines on the President's form – 2 different approval signatures are required.
(so for the President's form, the Secretary / Treasurer must sign the "Chapter Officer" line)

COMPLETED form, including DECISION and APPROVAL SIGNATURES, must be submitted to National Office

Annual Objectives Form

Form available to download at www.acmaweb.org/chaptermanual


Your chapter's objectives will drive everything you do. Some objectives to consider include:

- Financial Management
- Education / Training / Certification
- Planning and Organization
- Peer Relations / Networking
- Membership (recruitment campaigns, retention efforts, new services, communications with members)
- Collaboration (joint activities with other ACMA Chapters)

Long-term goals to be realized in 12+ months, short term objectives for next 12 months to achieve long-term goals

Annual Objectives Form

Form available to download at www.acmaweb.org/chaptermanual

	A	B	C	D	E	F	G	H	I	J
1	 AMERICAN CASE MANAGEMENT ASSOCIATION									
2	ACMA Chapter Objectives Form									
3	Chapter:									
4	For the year beginning:									
5	Primary contact person:									
6										
7										
8	Long-Term Objectives	Short Term Tactics (Tasks/Actions- What will be done)	Responsibility (Who will do it)	Resource (Funding/Time /People/ Materials)	Evidence of Success	Evaluation Process	Time Line (by when)	Date Started	Date Completed	
9	1. Financial Management- chapter needs	To remain solvent, with spending to benefit chapter needs								
10		a. Monthly reporting to board on Financial Status to Chapter Board								
11		b. Obtain/Maintain 501c3 status								
12	2. Membership- Increase Membership to increase 10% from April 2014 value									
13		a. Increase # on membership committee								
14		b. Have committee propose 2 membership drive ideas to the board-								
15		c. Ensure that non-renewing members are contacted at least once by committee member to encourage return								
16		d. Increase Social Work membership by 10% from April 2014 value								
17	3. Education- Provide an ACM Certification Prep course to Membership									
18										
19	4. Education- Explore webinar education to be provided x1 for 2014-15									
20										
21	5. Education- Other									

Chapter Quarterly Reporting Tool

ACMA Chapter Reporting Tool

Chapter: _____ Date of Report: _____

Name/Office of Person Completing Form: _____

Fiscal Year: _____ Quarter: ☐ Qtr I ☐ Qtr 2 ☐ Qtr 3 ☐ Qtr 4

Current Membership Total _____ Membership Goal*: _____

Annual Meeting for Membership	Date(s)	Hour(s) of CEU Planned

SECTION B: QRTL FINANCIAL/INCOME STATEMENT REPORTS (Fiscal year: May 1-April 30)

	Deadline for Submission	Date Submitted to National
1 st Quarter – May, June, July	August 31	
2 nd Quarter – August, September, October	November 30	
3 rd Quarter – November, December, January	February 28	
4 th Quarter – February, March, April	May 31	

SECTION C: OTHER REPORTS (If appropriate)

	Date Addressed at Chapter Meeting	Comments

SECTION D: NATIONAL INITIATIVES

	Date Addressed at Chapter Meeting	Comments

SECTION E: COMMENTS

*Please indicate in QTR 4 report whether annual membership goal has been met. ☐ Yes ☐ No

SECTION F: SUGGESTED ITEMS FOR NATIONAL BOARD OF DIRECTORS AGENDA

Secretary 501(c)(3) Implications

- ▶ Be familiar with *Document Retention and Destruction* Policy and Procedure
- ▶ Assist Chapter President to Assure all Board members sign and send a copy to National Office **annually by March 31**
 - *Conflict of Interest* form & *Code of Ethics* form

To download the forms go to Section 4 of the Chapter Manual
www.acmaweb.org/chaptermanual

- Chapter President to facilitate signatures from all board members
- Chapter Secretary to file & retain original forms

Secretary 501(c)(3) Implications

- ▶ Keep records and on file
 - Retain Permanently
 - **Meeting Minutes** are to be retained as long as the corporation is in existence and for 3 years after
 - Include board election results with board member names and dates of service
 - Ensure they are passed from responsible board officer to incoming officer
 - Scan electronically at least annually and make a back up copy to be kept on file locally

Secretary 501(c)(3) Implications

- ▶ Keep records and on file
 - Retain for Three Years
 - Software license agreements
 - Vendor, hotel and service agreements
 - Independent contractor agreements
 - Retain for One Year
 - Correspondence files
 - Publications
 - Survey information

NEW! Chapter Elections Process

- ▶ Standardizing / Regulating Chapter Elections Processes, Aligning with National Elections Processes
 - Call for Nominations – sent to chapter membership by ACMA national office on **first business day in November**
 - National office will work with chapter to identify transitioning board positions, terms and (if applicable) disciplines)
 - Time given for nominations will be 10 days with at least one (1) email reminder sent

NEW! Chapter Elections Process

- ▶ Standardizing / Regulating Chapter Elections Processes, Aligning with National Elections Processes
 - Call for Nominations (continued)
 - National office will verify active ACMA / chapter membership for all nominees and forward to chapter nominating committee chair, president and secretary after call for nominations closes
 - Chapter nominating committee will convene in the **third week of November** to select the slate of candidates
 - Chapter nominating committee will submit recommended slate to chapter board by **December 1** for final approval

NEW! Chapter Elections Process

- ▶ Standardizing / Regulating Chapter Elections Processes, Aligning with National Elections Processes
 - Chapter board will finalize / approve slate of candidates by **December 8**
 - National office will send approved ballot candidates a chapter board candidate questionnaire for completion and return along with resume/CV by **December 15**
 - National office will send ballots to chapter membership on **first business day in January**

NEW! Chapter Elections Process

- ▶ Chapter board to obtain completed Code of Ethics / Conflict of Interest forms from elected board members as soon as election results are final and review/approve/submit to national office **by March 31**

Transition to New Officer

Transfer Records to New Secretary

- ✓ Bylaws
- ✓ Signed Charter
- ✓ Amendments
- ✓ All meeting minutes
- ✓ Annual Objectives
- ✓ Quarterly Reports
- ✓ Leadership Contact Form
- ✓ Mailbox key (if applicable)
- ✓ Conflict of Interest Form
- ✓ Code of Conduct Form
- ✓ Minutes Template
- ✓ Membership Database
- ✓ Vendor Database
- ✓ Correspondence files
- ✓ Web address for Chapter Manual
- ✓ Copies of Contracts



AMERICAN CASE MANAGEMENT ASSOCIATION

Chapter Treasurer

Treasurer Responsibilities

- ▶ Provide oversight of the custody of all funds and securities
- ▶ Keep full and correct record of all revenue received and its source and disbursements to whom with corresponding invoices
 - Balance accounts monthly
 - Document disbursements and keep a record
- ▶ Deposit all monies in the name and to the credit of the Chapter in the bank(s) designated by the Chapter Board
 - Bank should be statewide and have multiple branches in most all cities
- ▶ Provide record of accounts to President and the Chapter Board when requested
- ▶ Oversee required tax filings (state, federal) annually

Treasurer Responsibilities

- ▶ Collect, deposit and expend funds for the Chapter as requested and authorized by the President
- ▶ Audit monthly membership dues submitted to the Chapter by the ACMA National Office staff
- ▶ Maintain financial records – more on this under 501(c)(3) section
- ▶ Ensure Chapter bank account signatures are changed to newly elected President and Treasurer. Both should have signature authority.

Treasurer Responsibilities

- ▶ Prepare Annual Chapter Budget and submit to the Chapter Board for approval
 - Chapter Budget is due to National Office annually **by May 31**
 - Plan ahead in budget if chapter plans to donate to national's fundraising efforts (typically not requested until end-of-year)
 - Reports from financial programs such as Quickbooks are acceptable
- ▶ **Fiscal year May 1 – April 30**

Annual Budget Template

ANNUAL CHAPTER BUDGET TEMPLATE

Revenue	Budget	Actual	Variance
Annual Meeting			
Chapter Membership Dues			
Education Sessions			
Vendor Donations			
Other Income			
TOTAL REVENUE			

Expenses	Budget	Actual	Variance
501(c)(3) Application Filing Fee (one time fee)	\$400 or \$850*		
501(c)(3) Application Preparation and other Legal Fees	\$557**		
NRAI Annual Fee	\$200 per state per year		
Annual State Filing Fees (variable by state)			
Tax Return Preparation			
ACMA Fundraising Donation			
Board Meetings			
Chapter President Meetings			
Conference Calls			
Education Sessions			
Publications			
Postage			
CEU Processing Fees			
Membership Recognition			
Travel & Lodging			
Savings			
TOTAL EXPENSES			

Net of Revenue Less Expenses			
Savings Allocation			
Net Income with Savings Allocation			

Treasurer Responsibilities

- ▶ Receive and record all National Office financial correspondence
 - Home address recommended
 - ▶ Submit Quarterly Financial Reports
 - Income Statement using *Quarterly Financial Report/Income Template*
 - Copies of each month's bank statement
 - Monthly reconciliation of the account(s)
- (same schedule as Secretary quarterly reporting)**
- Q1 (May, June, July) **due August 31**
 - Q2 (August, September, October) **due November 30**
 - Q3 (November, December, January) **due February 28**
 - Q4 (February, March, April) **due May 31**

Quarterly Financial Report Form

ACMA <<<<NAME>>>> CHAPTER

Financial Report / Income Statement

Fiscal Year May 1 <<Year>> - April 30 <<Year>>

Quarter _____ / Year _____

Revenue

Chapter Membership Dues	\$	-
Chapter Annual Conference	\$	-
Chapter Meetings	\$	-
Interest	\$	-
Total Revenues	\$	-

Expenses

Chapter Board Meetings	\$	-
Chapter Meetings	\$	-
Scholarships	\$	-
Bank Fees	\$	-
Travel Expenses	\$	-
Donations	\$	-
Total Expenses	\$	-

Net Income \$ -

Beginning Balance

Cash	\$	-
CD	\$	-
(plus) Net Income	\$	-
Ending Balance	\$	-

Treasurer 501(c)(3) Implications

- ▶ Be familiar with *Document Retention and Destruction* Policy and Procedure
- ▶ Provide financial information to the National Office
 - Bank statements, check register and financial reports on a quarterly basis
 - Quarterly Chapter Reports Due Dates
 - Q1 (May, June, July) **due August 31**
 - Q2 (August, September, October) **due November 30**
 - Q3 (November, December, January) **due February 28**
 - Q4 (February, March, April) **due May 31**
 - Copy of required tax filing(s) annually

Treasurer 501(c)(3) Implications

- ▶ Maintain bank account(s) in the legal name of the chapter as filed with the IRS
 - Contact National Office for this information
- ▶ Report bank account information to the National Office within five (5) business days of opening new or changing account
 - Bank name
 - Address
 - Account number

Treasurer 501(c)3 Implications

- ▶ Keep records and on file
 - Retain for Seven Years
 - Bank Statements
 - Tax Returns – including documentation to support deductions
 - Retain for Three Years
 - Financial Statements (monthly or quarterly)
 - Software license agreements
 - Retain for One Year
 - Past Budgets

Treasurer 501(c)(3) Implications– Form 990

- ▶ A chapter with 501(c)(3) status must file a Form 990 with the IRS annually by the 15th day of the 5th month after the accounting period ends (**September 15**).
- ▶ The chapter must submit the prepared form to National for review and approval prior to filing, by **August 15**.
- ▶ Chapters must have their accountant file and do so either electronically or through certified mail. National must receive a copy of either the electronic filing confirmation with tracer number or a copy of the certified mail receipt.
- ▶ Chapters will be responsible for all fees associated their accountant's preparation and filing of Form 990

Transition to New Officer

Transfer Records to New Treasurer

- ✓ Bank Statements
- ✓ Financial Records
- ✓ Tax Filings
- ✓ Check Book
- ✓ Check Register
- ✓ Annual Budget
- ✓ Past Budgets
- ✓ Quarterly Reports
- ✓ Invoices
- ✓ Deposit Slips
- ✓ Financial Database (if applicable)
- ✓ All Receipts

Resources

- ▶ Chapter Manual is available at www.acmaweb.org/chaptermanual
- ▶ Chapter Bylaws
- ▶ Chapter President and President-elect
- ▶ Chapter Link email list serve at chapterlink@list.acmalearninglink.com
- ▶ Chapter Advisory Council
- ▶ National Board Liaison
- ▶ Manager of Chapter Relations



AMERICAN CASE MANAGEMENT ASSOCIATION

Questions?