

28 June 1995

Updated: 3 August 2004

Dear Conference Organizer,

This letter is intended to provide some guidance on financial and other matters associated with AAS conferences.

Checking Account: As soon as possible a checking account should be opened for the conference. An advance can be obtained from AAS headquarters. All deposits from registrations, paper sales, memberships etc. should be deposited in this account and all bills should be paid from this account. After the conference, the checking account is used to pay all outstanding bills. Once financial matters have been completed, the account should be closed and residual funds deposited with AAS headquarters. If a deficit occurs then a request to AAS headquarters, for additional funds can be made. The conference chairmen should keep to a minimum the amount of financial matters the AAS headquarters are asked to perform. Ideally, all revenues are deposited in and expenses are paid out of the checking account.

Hand-me-downs: A stamp for endorsing checks in the name of "AAS Space Flight Mechanics Conference" was purchased for the Colorado Springs Winter meeting. However, to use this stamp will probably require that the name on the checking account be the same as the stamp. The stamp can be obtained from the previous chairman and contact with the bank should be made to ensure acceptability of the stamp.

Two cash boxes were purchased for the Colorado Springs meeting. They can be obtained from one of the chairmen of the last meeting.

Tax Exempt Number: The AAS has a tax exempt number that should be used to keep from paying unnecessary taxes for conference expenses. This number can be obtained from AAS headquarters (703-866-0020).

Advance Deposits: If necessary, AAS headquarters will advance money and will pay, directly, deposits for social functions, conference facilities etc. This is normally done for expenses prior to the conference since at this point there is no income with which to pay for things in advance. However, if it is known that a number of small expenses need to be paid prior to the conference, a request can be made from AAS headquarters for an advance to cover such expenses, which should be deposited in the conference checking account. In this way the burden on AAS headquarters of paying small bills will be minimized. Advances of \$500 are customary.

AAS Checking Account: Please remember that the AAS SFMC checking account should not be used for normal conference deposits and expenses.

Registration: It should be made clear in the mailings and other announcements, as appropriate, to whom checks should be made payable. Sometimes checks are made out to the AIAA. These checks are difficult for the AAS to cash. At previous conferences, as a security measure, it has been convenient to deposit cash received for registrations with the hotel. The hotel normally will provide this service because it is convenient for settling bills after the conference is over.

Reporting to the Treasurer: Please notify the treasurer of all financial transactions with AAS headquarters (advances, deposits, etc.)

Final Conference Financial Report: A final conference report on expenses, income and profit must be written and sent to the treasurer for archiving. This report should be sent to the treasurer in advance of final settlement with AAS headquarters. This will enable the treasurer to perform an independent check on the report prior to submission to the AAS. Final financial matters and the financial report should be completed prior to the next Spaceflight Mechanics Committee meeting which occurs approximately 6 months later. Forwarding the report to the treasurer prior to the next meeting will allow the information to be included in the treasurer's report to the committee.

Registration Forms: After the conference, registration forms or copies of them should be sent to AAS headquarters. They are used to update the AAS mailing list.

Thanks for your assistance.

Shannon Coffey
Treasurer, AAS Space Flight Mechanics Committee
(202) 767-2818 (work - Naval Research Laboratory)
(703) 451-8325 (home)
(202) 404-7785 (work fax)
email: shannon.coffey@nrl.navy.mil