

## **Procedures for Commission and Region Bank Accounts**

(Accounts held at AFC State Office)

1. Request an account ledger from the state office on January 1<sup>st</sup>.
2. All check requests must be submitted in writing through email or by letter from the commission chair/ region director. (Please allow a week processing time)
3. Check requests must state the following in the body of the letter:

Please pay (company to be paid) in the amount of \$\_\_\_\_\_ out of the (commission or region name) account. Mail check to (address of where check should be mailed).

\*Must be signed by Commission Chair or Region Director. If submitted by email it must come from their email account.

4. All receipts to participants for attendance at region or commission meetings are the responsibility of the Commission or Region treasurer. AFC cannot issue receipts.
5. After meeting or activity takes place, **please mail all the revenues to the AFC state office along with a letter stating the total number of checks enclosed and the total amount to be deposited.** This will be verified when the envelope arrives to ensure nothing is lost. Please attach a copy of the event report found in this manual along with your checks.
6. Ledgers may be requested at any time from the state office by sending an email to Eileen Johnson at [ejohnson@myafchome.org](mailto:ejohnson@myafchome.org). Ledgers ***will not*** be produced during the two weeks leading up to the annual convention due to the variety of preparations and duties required by the state office at this time.
7. Please pass on an end of year ledger to the incoming chair/ director or treasurer of your commission or region.
8. Submit a financial report with an anticipated budget to the state office before Dec. 31<sup>st</sup>.

If you have any additional questions, please call the state office at (850) 222-3222, and we will be happy to assist you.