



**Association of Government Accountants
Guam Chapter**

Standard Operating Procedure (SOP – 2)

Administrative Fee for AGA Activities

- 1. Purpose.** This is a Standard Operating Procedure of the Guam Chapter of the Association of Government Accountants (Chapter). The purpose of this Standard Operating Procedure is to set forth the policy for an administrative fee to be assessed on AGA activities in which funds are generated. The Chapter Executive Committee (CEC) has determined that the Chapter Fund should have sufficient funding to cover costs of luncheons and other general costs incurred by the Chapter.
- 2. General Statement.** The chapter has been subsidizing AGA and Junior Accountants Society (JAS) member luncheon costs for the monthly general membership meetings. This required the Treasurer to request periodic transfers of funds from the Community Service or the Professional Development funds to the Chapter Fund. The Chapter desires to maintain sufficient funds to minimize the frequency of transfers to/from the said funds. In addition, there are several activities (annual 5K, training sessions, Pacific Emerging Issues Conference, etc.), in which the Chapter generates income. This procedure applies only to the person holding the office of Treasurer of the Guam Chapter of the Association of Government Accountants.
- 3. Policy Statement.** It is the policy of the CEC that 10% of the net proceeds of all revenue-generating activities (i.e., annual 5K, training sessions, Pacific Emerging Issues Conference, etc.) be transferred to the Chapter Fund as an administrative fee. This administrative fee is intended to cover the general expenses of the Chapter, such as and not limited to luncheon meeting subsidies.