Financial Advice for APS EGLS Meeting Hosts

Advance from APS EGLS

Several months before the meeting the host should send an email to the APS EGLS Treasurer requesting a check for $5000. The request should include payee information. It is best if the host institution can set up a dedicated account for the meeting.

The $5000 payment is an advance from APS EGLS on anticipated receipts for registration and banquet fees. All advance registration and banquet fees are collected by the APS. All registration and banquet fees collected on-site must be submitted to the APS for deposit in the APS EGLS unit account.

Income:

Registration Fees (approved at the Executive Committee Meeting, Spring 2023):

- $50 for members
- $60 for non-members
- Free for teachers, retirees and all students (graduate and undergraduate).

Note: Although the number of registrants varies from 70 to 170 (usually around 100) the number of paying registrants is usually about 30 (even at the big meetings).

Banquet Fees:

- The banquet fee is typically $40 with a reduced price for students. Following the Spring 2023 Executive Committee meeting the section has temporarily adopted a $0 banquet fee for students to encourage increased participation from junior members of the Section.

Local Support:

Usually support from the host university. Hosts are encouraged to get support from local industry, as well as campus stakeholders such as University President, Provost, Deans, and/or Department Chairs.

Major Expenses:

- Travel for invited speakers.
- The banquet.
- Coffee breaks and refreshments during the poster session
- Facilities fees.
- Lunch for APS EGLS Executive Committee members at the Executive Committee Meeting.

Planning the budget:

- It is expected that most of the expenses should be covered by the registration and banquet fees. The attached spreadsheet shows meeting expenses for the last five years. Typical meeting expenses range from $5000 - $9000. Please keep an eye on the net cost of the meeting (line 30 = expenses (line 16) – income (line 27), and try to keep this number below $1000. While it is rare for APS EGLS to recoup all the cost of the meeting from registration and banquet fees, it is desirable to be as close as possible to the break-even point. Please do not hesitate to contact the APS EGLS Treasurer with any questions.
- The actual cost per diner for the banquet should be commensurate with the regular banquet fee. The student banquets are subsidized by the registration fees.
- Meeting hosts should seek additional support from the host institution and/or local industry. This is particularly important if facilities fees are high.

Ways to keep down costs:

- Facilities fees are often a very expensive part of the meeting. They can be reduced by scheduling the Executive Committee meeting in a department conference room and providing boxed lunches.
from a local sandwich store. The Saturday morning sessions can be scheduled in the physics department.
• Speaker travel can be reduced by selecting some local speakers.

**Reporting:**
After the meeting the meeting hosts should prepare a financial report outlining all income and all expenses. A template is available by the APS EGLS Treasurer.

A preliminary version of this report should be submitted to the APS EGLS Treasurer as soon as it is completed. If the registration and banquet fees collected by the APS exceed the advance to the meeting host, the meeting host can request an additional check to cover needed expenses. If all of the advance has not been used, APS EGLS should be reimbursed.

A final report should be submitted to the APS EGLS Executive Committee at the next meeting.

**Tax exempt status:**
In 1977 the Assistant Treasurer of the national American Physical Society (APS) authorized the use of the following statement: "The Ohio Section of the American Physical Society is an official part of the American Physical Society, a tax-exempt organization with tax identification number 13-1656610. Therefore, tax should not be charged in addition to the cost for services rendered." In 2021 the Section was renamed and is now officially the Eastern Great Lakes Section of the American Physical Society. As such the tax-exempt status applies to APS EGLS.