**CLASS I TOPICAL MEETING**

**EXCESS REVENUE DISTRIBUTION FORM**

A signed copy of this form shall be submitted with the preliminary topical meeting budget form to the ANS Director of Meetings.

Class I Topical Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is an agreement based on the attached conditions and meeting financial plan between the American Nuclear Society Headquarters, the ANS Local Section(s), and the ANS Technical Division(s) for the distribution of excess funds for the Class I Topical Meeting listed above.

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| --- | --- | --- | --- |
| **DISTRIBUTION OF EXCESS MEETING FUNDS** | | | |
| Entity | Base Values | Percentage | Signatures |
| American Nuclear Society  (ANS Headquarters) | 50% | 50% | ANS Director of Meetings, date |
| ANS Technical Division | 25% | (Enter) | Division Chair, date |
| Meeting Host  (ANS Local Section,  or ANS HQ) | 25% | (Enter) | Local Section Chair, date |

Please enter all technical divisions and meeting hosts by name and include a separate percentage for each entity.

**CONDITIONS:**

A. All revenue from meeting and meeting related activities shall be included in the budget form and accounted for in the financial report from the meeting.

B. The meeting shall be conducted within the financial parameters of the approved budget.

C. The percentage for ANS HQ is set at 50% for underwriting the meeting and assuming financial responsibility and legal liabilities. This value is not negotiable. The revenue split between the ANS Technical Division(s) and Meeting Host(s) is negotiable and should be based on the level of contribution of each.

D. Items not included in the approved budget will be the sole responsibility of the Local Section and/or Division and shall be deducted from the monies accruing to the Section and/or Division share of the proceeds of the meeting.

E. A final meeting report and final accounting must be submitted to ANS Headquarters within 3 months following the last meeting invoice. The sponsoring Local Section and/or Division will pay the monthly equivalent of a 2.5% over prime penalty to ANS Headquarters on any funds held longer than this three (3) month period and/or will not receive approval to hold subsequent topical meetings (unless extenuating circumstances can be demonstrated.) Upon approval of the meeting closeout report, all monies (minus the local section portion) shall be promptly submitted to ANS HQ.

F. For meetings that have obtained government grants, all record keeping and final government grant closeout reporting is the responsibility of the Local Section.