

Antiochian Orthodox Christian Archdiocese of North America
Department of Conventions and Conference Planning



Archdiocese Convention/Parish Life Conference Close Out Procedures

The procedures listed below are to assist the Host Parish in closing out either the Diocesan Parish Life Conference (PLC) or Archdiocese Convention, within the Antiochian Events (AE) System. Once all is completed, the Chair of the PLC/Convention must obtain approval from the Diocese PLC Coordinator/DCCP Co-Chairs before final closing and distribution of the Event Profits.

- Post Data - **Within three (3) days** of the conclusion of the PLC/Convention enter into AE System and complete the <Post Data> two tabs
 - <Hotel> - enter the number of rooms that was used each day (you can enter Rooms and suites separately or combined under “Rooms”)
 - <Meetings> - enter the number of attendees by Group (i.e., Clergy, Adults and Teens) for each meeting. If the meeting included a meal event it will be entered in automatically. Typically, you will only enter the organizational meetings.
- Archdiocese Registration Fees **Within two (2) weeks** of the conclusion of the PLC/Convention and once all account balances are reconciled the Host Parish must transfer from the Merchant Account to the Archdiocese, all Registration Fees, as instructed by the AE Team.
- Outstanding Balance/Expense – **Within one (1) Month** of the conclusion of the PLC/Convention enter:
 - Outstanding Balance – post all payments with Outstanding Balances and any over-payments shall be entered as Donations. For a complete List <Lists> <Outstanding Balances>
 - Enter all Expenses on the <Ledger>. Regarding Hotel Bills, regardless if one payment was made or multiple payments were made, it is required that you allocate each amount from the Hotel Bill to the proper AE Accounts
- Credit Card Fees and Transfers - **Within two (2) months** of the conclusion of the Event:
 - For the two months after the PLC/Convention enter the Credit Card Fees as instructed by the AE Team.
 - PLC/Convention cannot close out until you have received two (2) Statements post the Event, assuring there are no late activities posted.
- Once everything is concluded the final transfer will commence and enter the transfer in <Ledger>. At this point the AE Team will reconcile and run reports.