

**MANUAL
Of
FINANCIAL POLICIES AND PROCEDURES
for the
SOUTHEAST REGION ACPE, INC.**

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Adopted: March 23, 2007

Microsoft Office/Seracpe/policies and procedures/manual face sheet

SOUTHEAST REGION, ACPE, INC.

ANNUAL AUDIT

POLICY:

It is the policy of the Southeast Region, ACPE, Inc. that an annual audit will be made of the financial records by a certified public accountant (CPA).

PROCEDURES:

- 1. The fiscal year of the SERACPE will be the calendar year.**
- 2. All financial activity is to be completed by January 15 of the following year so that the financial records can be closed and the Regional Office can submit the necessary records and documentations to the CPA for audit in a timely manner.**
- 3. The CPA will be requested to complete the certified audit and return the accounting documents on or about February 15 of each year.**
- 4. The Treasurer will submit a copy of the certified audit to the ACPE Office by March 15.**
- 5. The Treasurer will submit copies of the completed audit to the Chairperson of Budget and Investment Committee by March 15, and to the Administrative Board at its spring meeting.**
- 6. The Treasurer will submit a summary of the certified audit to the membership at the Annual Business Meeting.**
- 7. The Regional Office will maintain a file of the annual certified audits of the Southeast Region, ACPE, Inc.**

Microsoft Office/Seracpe/policies and procedures/ppfinancial/annual audit

Adopted: March 27, 1992

Reviewed and continued: October 6, 1999

Reviewed and continued: March 23, 2007

SOUTHEAST REGION ACPE
EXPENDITURE OVER BUDGET

POLICY:

It is the policy of the Southeast Region, ACPE that the budgeted line items be adhered to and that there be no over expenditures of these budgeted allotments.

However, if there are extraordinary expenses that require expenditures over the budgeted allotments, the following procedure will be followed.

PROCEDURES:

- 1. When it is possible, any expenditures over the budgeted amounts must be approved prior to the occurrence.**
- 2. Approval of additional expenditures that do not exceed ten percent (10%) of the budgeted allotment must be made by the Regional Chairperson and the Chair of the Budget and Investment Committee in consultation with the Regional Director.**
- 3. In the event expenditures exceed ten percent (10%) of the budgeted allotment, approval must be made by a majority of the Administrative Board.**
- 4. Ordinarily, the Budget and Investment Committee shall review the budget at mid-year and may make recommendations to the Administrative Board as needed.**
- 5. Any adjustments of the approved budget shall be recorded in the minutes of the Administrative Board, and shall be reported in the financial statements presented to the membership.**

Microsoft Office/Seracpe/policies and procedures/ppfinancial/expenditure over budget
Adopted: March 27, 1992
Reviewed and continued: October, 6, 1999
Reviewed and continued: March 23, 2007

SOUTHEAST REGION ACPE, INC.
ANNUAL CENTER SERVICE FEE

POLICY:

It is the policy of the Southeast Region, ACPE, Inc., that each center accredited by the ACPE will pay to the Southeast Region an annual center service fee.

PROCEDURES:

- 1. Annually, by January 15, the Regional Office will bill each center for the Center Service Fee.**
- 2. If payment has not been received by the Treasurer by March 1, another billing will be mailed.**
- 3. If payment has not been received by April 15, the Regional Office will notify the chairpersons of the Accreditation, Certification, and Budget and Finance Committees.**
- 4. A report containing the record of Center Services Fee payments will be presented annually to the Administrative Board, and the total Center Service Fees will be presented to the membership at the Annual Business Meeting.**
- 5. The Regional Office will maintain a record of the annual Center Service Fee payments for up to ten years.**

HISTORY:

In 1992 the fee was \$50.00 and was increased to \$75.00 in 1993.

Microsoft Office/Seracpe/policies and procedures;ppfinancial;annual center service fee

Adopted: February 2, 1992

Reviewed and continued: October 1, 2006

Reviewed and continued: March 23, 2007

SOUTHEAST REGION ACPE, INC.

ACCREDITATION SITE REVIEW FEE

POLICY:

It is the policy of the Southeast Region, ACPE that an accreditation site review fee, plus the expenses of the site team visitors, will be paid by the Center/System requesting the site review by the Accreditation Committee. The Accreditation Site Review Fee is established by the members of the SERegion at the Annual Business Meeting.

PROCEDURES:

- 1. Upon notification by the Chairperson of the Accreditation Committee that an accreditation review has been established and a site team has been approved, the Regional Office will invoice the Center/System for the Site Review Fee (\$450).**
- 2. Upon receipt of the Site Review Fee, the Regional Office will notify the chairperson of the site review team that the accreditation review fee has been paid.**
- 3. After the site team review has been completed and the Regional Office has received the expense vouchers of the site team members, the Regional Office will reimburse the expenses of the individual site team members.**
- 4. The Regional Office will notify the Chairperson of the Accreditation Committee when all fees and expenses for services rendered have been paid in order that the Center/System's review for accreditation may be placed on the docket of the next meeting of the Accreditation Committee.**
- 5. The Regional Office will provide an annual accounting of income from the Accreditation Site Review Fee and the expenses of the accreditation site team reviews.**

Microsoft Office/Seraape/policies and procedures/ppfinancial/ center accreditation fee

Adopted: March 27, 1992

Reviewed and amended: October 1, 2006

Referred back to committee: March 23, 2007

Reviewed and amended: March 13, 2008

SOUTHEAST REGION, ACPE, INC.

CENTER CONSULTATION FEE

POLICY:

It is the policy of the regional Accreditation Committee that a fee be charged for a Center/program consultation when that is done on behalf of the Accreditation Committee.

PROCEDURES:

- 1. The request for the consultation will be made to the Chairperson of the Accreditation Committee, and the Chairperson will designate the person to do the consultation.**
- 2. The consultation fee will be \$350 per day plus travel expenses if a site visit is made and/or \$50 per hour for reading/telephoning/reporting time.**
- 3. The consultant will negotiate the structure for the consultation with the party(ies) requesting the consultation, and inform the Accreditation Chairperson and the Regional Office.**
- 4. The consultant will turn in an expense voucher to the Regional Office, and the Regional Office will invoice the requesting party(ies) for services rendered.**
- 5. Upon receiving the fee from the requesting party(ies), the Regional Office will reimburse the consultant and inform the Accreditation Chairperson that the consultation is completed.**

Microsoft Office/Seracape/policies and procedures/ppfinancial/center consultation fee

Adopted: March 27, 1992

Revised and amended: October 1, 2006

Revised and approved: March 23, 2007

SOUTHEAST REGION ACPE, INC.

ACCREDITATION SITE TEAM REIMBURSEMENT

POLICY:

It is the policy of the Southeast Region, ACPE that persons serving on accreditation site teams will be reimbursed expenses and for an accreditation review.

PROCEDURES:

- 1. Site team visitors will submit expense vouchers to the chairperson of the site team for signature approval.**
- 2. Upon receipt of the site team member's approved expense voucher, the Regional Office will reimburse the expenses incurred.**
- 3. The Regional Office will notify the chairperson of the Accreditation Committee when all fees and expenses for services rendered have been paid.**
- 4. Copies of these transactions will be filed with the records of the Accredited Center and maintained in the Regional Office.**
- 5. The total expenses of site teams will be reported annually to the members at the Annual Business Meeting.**

Microsoft Office/Seracpe/policies and procedures/ppfinancial/accreditation reimbursement
Adopted: March 27, 1992
Reviewed and amended: October 1, 2006
Referred back to committee: March 23, 2007
Reviewed and amended: March 13, 2008

SOUTHEAST REGION ACPE, INC

CERTIFICATION FEE

POLICY:

It is the policy of the Southeast Region, ACPE, Inc., that each person meeting with the Certification Committee shall pay a fee for the services requested.

PROCEDURES:

- 1. Persons desiring a meeting with the Certification Committee will make their written request to the Chairperson of the Certification Committee. If their request is granted, the chairperson will order their request on the docket of a Certification Committee meeting.**
- 2. At the date specified by the chairperson of the Certification Committee, the fee for the review will be paid to the Regional Office.**
- 3. The Regional Office will inform the Chairperson of the Certification Committee that the fee has been paid.**
- 4. The fees for these reviews are established by the members of the region at Annual Business Meeting.**

HISTORY:

In 2006, the established fees were:

Consultation	\$100
Candidate of Extension	\$150
Extension of Associate	\$200

Microsoft Office/Seracpe/policies and procedures/ppfinancial/certification fee

Adopted: March 27, 1992

Reviewed and continued: October 1, 2006

Reviewed and continued: March 23, 2007

SOUTHEAST REGION ACPE, INC.

PER DIEM EXPENSE REIMBURSEMENT

POLICY:

It is the policy of the Southeast Region, ACPE, Inc., that persons serving on regional Committees shall be reimbursed for expenses incurred.

PROCEDURES:

- 1. The lodging per diem will be the actual expense of a room at the meeting site if that room is shared by two persons, or half that actual expense if a person prefers a single room occupancy.**
- 2. Per diem expense for food will be established by the Administrative Board annually upon recommendation from the Budget and Investment Committee.**
- 3. Travel expenses will be established annually by the Administrative Board upon recommendation from the Budget and Investment Committee.**
- 4. In the event a member is attending two or more committee meetings on the same trip, travel expense will be shared equally by all committees and the lodging and food per diem will be prorated by the Regional Office to the committee budget requiring the expenditures.**

(The established rate for 2007-8 was \$.42 per mile or the cost of a plane ticket reserved two weeks in advance of flight, whichever means of travel is less expensive to the region.)

Microsoft Office/Seracpe/policies and procedures/ppfinancial/per diem expense reimbursement

Adopted: March 27, 1992

Reviewed and continued: October 1, 2006; March 23, 2007

SOUTHEAST REGION ACPE, INC.

REPRESENTATION TRAVEL SUBSIDY

POLICY:

It is the policy of the Southeast Region, ACPE, Inc. to subsidize travel expenses for regional representatives to the ACPE meetings when such expenses are not reimbursed otherwise.

PROCEDURES:

- 1. A line item for the annual budget will be proposed by the Administrative Board to the Budget and Investment Committee.**
- 2. The appropriation will be approved by the membership at the adoption of the annual budget.**
- 3. Representatives to ACPE shall submit an itemized request for needed funds to the Administrative Board at least sixty days in advance of the meeting.**
- 4. The Administrative Board will apportion the monies budgeted according to the following formula:**
 - a) if the total requests do not exceed the amount budgeted, the subsidy will be at one hundred percent,**
 - b) if the total requests exceed the amount budgeted, that amount will be divided so as to provide each person an equal percentage of their requests.**
- 5. Representatives from the region shall submit an itemized expense voucher with receipts to the Regional Office for reimbursement of expenses.**
- 6. The Regional Office will maintain a record of these transactions, will Report them to the Administrative Board, and will record the total expenses in the financial statement to the membership at the Annual Business Meeting.**

Microsoft Office/Seracpe/policies and procedures;ppfinancial;reps travel subsidy

Adopted: March 27, 1992

Reviewed and continued: October 6, 1999; October 1, 2006; March 23, 2007

SOUTHEAST REGION ACPE, INC.

STUDENT REGISTRATION FEE

POLICY:

It is the policy of the Southeast Region ACPE, Inc. that students enrolling in an accredited unit of CPE will pay a “Student Registration Fee” to the Southeast Region.

PROCEDURES:

- 1. The CPE Supervisor will inform the student of this unit registration fee, and will oversee the payment of the fee to the Regional Office.**
- 2. At the beginning of each unit of CPE, the CPE Supervisor will provide the Regional Office with a completed “Student Registration Form” (cf. attached form) along with payment of that unit registration fee.**
- 3. The Regional Office will maintain a student registration record file for ten years, will maintain a Student Registration Form file for each accredited center for up to five years, will report the payment of the unit registration fees to the Accreditation Committee, and will present the total of the student registration fees to the membership at the Annual Business Meeting.**

PROCESS:

The “Student Registration Fee” for each unit is established by the membership of the SERACPE at the Annual Business Meeting.

HISTORY:

The fee established in 1992 was \$50 per unit. It was increased in 1993 to \$60 per unit and one-half that amount for each half unit. In 2004 the fee was increased to \$70 per unit and \$35 per half unit.

Microsoft Office/Seracpe/policies and procedures/ppfinancial/student registration fee

Adopted: March 27, 1992

Reviewed and continued: March 23, 2007

SOUTHEAST REGION ACPE, INC.

STUDENT UNIT REPORTS

POLICY:

It is the policy of the Southeast Region ACPE, Inc. that a copy of the “ACPE Student Unit Report Form” will be filed with and maintained by the Regional Office.

PROCEDURES:

- 1. Upon the completion of a certified unit of CPE, the CPE Supervisor shall file a copy of the Student Unit Report Form with the Regional Office.**
- 2. The Regional Office will note the completion of that unit on the Student Registration Card, will maintain a file for each Center, and will report the total units to the membership at the Annual Business Meeting.**

Microsoft Office/Seracpe/policies and procedures/ACPE student unit report
Adopted: March 27, 1992
Reviewed and continued: March 23, 2007

SOUTHEAST REGION ACPE, INC.

CURRENT MEMBER RECORDS

POLICY:

It is the policy of the Southeast Region ACPE, Inc. to maintain some records of current members of the ACPE in the Regional Office.

PROCEDURES:

- 1. The Regional Office maintains a confidential member card file on Retired, Active, Associate CPE Supervisors, Candidates and Aspirants members residing within the Southeast Region. The member card contains the following information: name; home, work, and e-mail addresses; phone number(s); date of certification, and date of functioning as a CPE Supervisor in the Southeast Region.**
- 2. The Regional Office, through the Webmaster, maintains a “listserve” of e-mail addresses of active Supervisors by which the membership can send messages via list@seracpe.org.**
- 3. Membership listings in the ACPE, Inc. can also be found at www.acpe.edu.**

Microsoft Office/Seracpe/policies and procedures/current member file

Adopted: March 27, 1992

Revised and continued: March 23, 2007

SOUTHEAST REGION ACPE

PEER REVIEW POLICY AND PROCEDURE

It is the policy of the Southeast Region, ACPE that every certified Supervisor in this Region regularly have a peer review.

Region regularly have a peer review.

Procedure:

1)The Peer Review Committee, as standing committee of the Region, shall oversee the peer review process.

2)Reviews shall be scheduled as follows:

- a. Each active fully certified Supervisor within the Southeast Region who attained full certification prior to January 1, 1991, will participate in an initial peer review by April 1, 1995.
- b. Thereafter, active fully certified Supervisors will participate in a peer review once every five years.
- c. Supervisors moving into the Southeast Region from other regions will have a peer review in this region within three years of becoming members of the Region; and thereafter every five years.
- d. Supervisors in the Region who have been certified after January 1, 1991 will participate in peer review by the fifth year following full certification, and then every five years thereafter.
- e. Supervisors may request additional reviews as needed.
- f. Travel and other costs related to peer review shall generally be the responsibility of the reviewed.

3)The Peer Review Committee shall designate a peer review team to conduct each peer review.

- a. Each peer review team will consist of three to four fully certified Supervisors. Two shall be designated by the Peer Review Committee. The person being reviewed may select at least one who may be a certified Supervisor from another region of ACPE.

- b. Every fully certified Supervisor in good standing within the Region will regularly serve as a member of a peer review team, up to three times per year.
 - c. Peer Reviews generally will occur in conjunction with Spring and Fall regional and national meetings, and at other ACPE meetings when designated by the Peer Review Committee. Reviews may be scheduled sub-regionally at the direction of the Peer Review Committee.
 - d. One member of the review team will be designated as Convener of the team by the Peer Review Committee. The Convener shall facilitate the review session and complete the report (s) as described in Section III.
 - e. Each Supervisor reviewed will present her/his current work and concerns as:
 - Person
 - Pastor
 - Peer
 - Learner
 - Pastoral Educator/Supervisor
 - f. The person being reviewed may choose the medium in which the above are presented. Presentations may be written, oral, visual, experiential.
 - g. A face sheet should be completed and copies provided to each member of the review team along with a brief statement indicating what is wanted from the review and any other written materials used.
 - h. Each peer review session shall be 60-90 minutes in length.
- 4) A report of the peer review meeting shall be completed as follows:
- a. When no written report is requested by the person being reviewed.

Within 30 days of the review, a report form that a peer review process has occurred will be sent to the Chairperson of the Peer Review Committee. The report form will simply give the date of review, name of the peer reviewed, and names of the members of the review team. The Chairperson of the Peer Review Committee will be responsible for maintaining current records. The Chairperson of the Peer Review Committee will forward to the Certification Committee, the

names of any Supervisors who have not participated in a peer review within the specified time frame.

- b. When a written report of the process is requested.

Though a written report of the process is not mandatory, each person being reviewed has the option of requesting a written report, to be supplied within 30 days. This report will be a confidential document shared only by the Supervisor reviewed and the members of the review team. The written report ordinarily will consist of no more than one typewritten page, written by a member of the review committee. The person being reviewed who is requesting the report, also may write an account of the process, limited to one page, and share it with those on the review committee. The report should include information concerning the date, location and persons attending, as well as:

- i. a description of the format and tone of the process.
- ii. a subjective response to the experience.
- iii. any recommendations

The report form as described in Section A above, shall be forwarded to the Chairperson of Peer Review for record-keeping, but not the written report.

5) An overall comprehensive evaluation of the peer review process as outlined above will be reviewed in five years by the Region.

a. To assist the Peer Review Committee in its ongoing evaluative process, the Chairperson of the committee will send an evaluation form to each Supervisor reviewed, within sixty days of the peer review.

b. The evaluation form will request feedback on the process of peer review, its usefulness to the person being reviewed and suggestions for the Region's peer review process.

Adopted: April 2, 1993

Edited by Committee: August 1993

SOUTHEAST REGION
ASSOCIATION FOR CLINICAL PASTORAL EDUCATION

PEER REVIEW GUIDELINES

1. A peer review team of three to five fully certified supervisors will be designated to do your review. You may select up to two of these persons: one or both may be certified supervisors from another region of ACPE.

The chairpersons of the Peer Review Task Force or his/her designee will contact those persons requested, and as is possible, arrange with them to serve on your review team along with other selected persons.

2. The supervisor being reviewed will present his/her current work and concerns as:
 - f. Person
 - g. Pastor
 - h. Peer
 - i. Learner
 - j. Pastoral Educator/Supervisor

3. The supervisor being reviewed may choose the medium in which the above are presented. These presentations may be written, oral, visual, experiential, etc.

If you make use of considerable written material, that material should be in the hands of the reviewers not less than one week prior to the review.

4. A face sheet should be completed and copies provided to each member of the review team along with a brief statement indicating what you want from the review.
5. One member of the review team will be designated as Chairperson of the team. The Chairperson shall facilitate the review process and complete the report of the meeting. The time for the review process shall be an hour and a half.
6. The report will consist of the following information: date of the review, location, name of the supervisor reviewed, and names of the members of the review team. This report should be sent to the Chairperson of the Peer Review Task Force.
7. If requested by the supervisor being reviewed, a written report of the process may be prepared. This report will be a confidential document shared only by the supervisor reviewed and the members of the review team.

The written report ordinarily will consist of no more than one typewritten page, written by a member of the review team. The person being reviewed who is requesting the report may also write a brief report of the process to share with the review team. Written reports shall contain, date, location, names of the person being reviewed and the review team, as well as:

- f. A description of the format and tone of the process.
- g. A subjective response to the experience.
- h. Any recommendations.

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6/92
revised 12/92

**Policy and Procedures
for
EMERITUS SUPERVISOR STATUS**

Adopted by ACPE Board, May 2001

The status of Emeritus Supervisor may be conferred on individuals by the ACPE Board of Representatives on recommendation of a Region. The intent of the status is to honor these persons for contributions they have made to students and to the CPE movement over a period of years. In order to be considered by the Board, the individual must:

- 1) have been a CPE Supervisor for a minimum of 10 years and maintained active certification status up until the time of retirement.
- 2) qualify for ACPE Retired Supervisor membership.
- 3) be recommended to the Board by a Region.

FINANCIAL IMPLICATIONS OF EMERITUS SUPERVISOR STATUS

- 1) All Emeritus Supervisors named after May, 2001 will be expected to maintain their membership in ACPE by paying the appropriate annual retired membership fee. Emeritus Supervisors named prior to May, 2001 will continue to have their annual fee waived but will be annually invited to make a contribution to cover publication and mailing costs of their membership.
- 2) Should the Emeritus Supervisor choose to keep active certification status, in consultation with the regional certification committee, or should s/he elect to supervise students again at some time in the future, it is expected that the Supervisor (or the institution for which the supervision is done) will pay the regular Supervisor Membership Fee for the year in which the supervision is done.
- 3) In the year immediately following their designation as Emeritus Supervisors, the honorees will be offered complimentary registration for the annual conference and complimentary tickets for themselves and a guest to the Presidential Luncheon or other event at which they are to be recognized.

PROCEDURES

Supervisor Emeritus Designation

- 1) Each region shall determine its own process for nominating persons for Emeritus Supervisor status.
- 2) The names of nominees shall be presented to the Board at its Spring meeting by the Region's representatives to the Board.
- 3) The ACPE Office shall inform each newly designated Emeritus Supervisor or his/her designation and inform him/her of the financial implications.
- 4) The Executive Director shall write to all Emeritus Supervisors designated and inform them of complimentary Conference registration and ticket(s) to the Presidential Luncheon or other event at which they are to be honored.
- 5) The national office shall have a certificate prepared for each of the new Emeritus Supervisors to be presented at the annual conference event. If recognition at the annual conference is not feasible, the Executive Director / Regional Director shall arrange an alternate plan for presentation of the certificate and recognition of the honoree.
- 6) The Emeritus Supervisor's status shall be indicated in the annual directory listings of Retired Supervisors. Emeritus Supervisors designated after May, 2001, will need to maintain membership status in order to be included in the directory listings and receive other membership benefits.

Included in the SERACPE Policy & Procedure Manual: March 23, 2007