



PAYMENT FOR EVENTS

The Texas Exes Association pays for an [Eventbrite Pro Account](#) for all Active Chapters and Networks. Connect with the Chapters and Networks Department for your login credentials at chaptersandnetworks@texasexes.org

Eventbrite Payout Process

All Chapter/Network event proceeds from Eventbrite are sent to the Texas Exes Association banking account 10 days after an event ends. **It is critically important that the “Edit payment option” linked to the Association’s banking information found on the event “Dashboard” does not change as the funds must first be sent directly to Texas Exes Association banking for all Chapters/Networks to properly receive their event payouts.**

To process a payout, our accounting team must separate the donations and sponsorships from the event revenue. As a non-profit, the Association can only pay out event revenue and cannot pay out anything that is earmarked for scholarships. Scholarship contributions must be invested into the intended endowment or held in-cash at the Association for supplemental scholarship contributions. This is accomplished by using the [“donation” ticket option on Eventbrite](#) and labeling your tickets accordingly.

Once your event has concluded and Eventbrite completes the payout, funds will be automatically stored in a Chapter/Network "Event Exchange"/"holding" account until the Chapter/Network tells the Association otherwise. We encourage you to add a “donation ticket” which will automatically apply donations to the specified endowment.

It is best practice to request Eventbrite revenue within a month of the event date.

At the close of the Association’s fiscal year in June, we will move all remaining funds into a chapter/network’s scholarship account unless a chapter/network has indicated otherwise.

Eventbrite Payout Options

1. Deposit into Texas Exes Chapter/Network Scholarship Account
 - All “Donation” ticket types with the naming convention “Texas Exes __ Chapter/Network Scholarship Donation” are automatically deposited to the chapter/network’s Texas Exes Scholarship Account. You can elect to have all event proceeds deposited into a scholarship account.
 - Endowments are the default deposit account for all chapters/networks. If you would like your donation to be deposited into a supplemental scholarship account to be used for supplemental scholarship awards, you **must** notify the Texas Exes Chapters and Networks department **before** your event concludes and label your donation ticket appropriately.
 - Chapters/Networks who have more than one endowment with the Association, please label your donation ticket with the endowment name for clarity.



2. Deposit into the Texas Exes Chapter/Network Operating Account
 - Chapters/Networks who have an event donation/operating account with the Association can elect to have their non-scholarship donations and event revenue deposited into this account.
3. Pay an invoice
 - The Texas Exes Association can use the Eventbrite revenue to pay an event invoice on behalf of the chapter/network. This requires some coordination, so please request this option with advance notice. Requests must be made with a minimum of 2 weeks' lead time.
4. Reimburse an event expense
 - The Texas Exes Association can reimburse reasonable chapter/network business expenses incurred using the chapter/network's operating funds held at the Association.
 - Chapter/Network Presidents and Treasurers must submit a completed expense report within 30 days after an expense is incurred. An original receipt for all individual expenses must accompany reimbursement requests. Credit card/bank statements will not result in reimbursement.
 - Reimbursements will be sent via ACH transfer.**
5. Direct Deposit into Local Chapter/Network Bank Account
 - Chapters/Networks have the option for event proceeds, less scholarship and other donation contributions, to be deposited directly into their Local Bank Account via ACH transfer**.
 - Chapter/Network Presidents and Treasurers must submit supporting documents within 30 days after an event concludes.
6. Combination of any of the above

How to Request Payouts

1. Submit your request and **supporting documentation** to our online request form:
<https://www.texasexes.org/leadersupport>
 - a. Submit a request using the "Event Payout/Reimbursement Request" Form.
Remember to submit your payout/reimbursement requests within the timelines noted above.

Email Chapters & Networks Department Staff at chaptersandnetworks@texasexes.org with any questions you may have about submitting a request.

What are supporting documents?

Supporting documentation include but are not limited to: line-itemed receipts, [Eventbrite sales summary reports](#), vendor invoices, [Texas Exes Direct Deposit form](#), etc.



**** ACH Transfer Note:**

To receive funds through ACH transfer, Chapters/Networks will need to submit a [Texas Exes Direct Deposit form](#) along with their supporting documentation to the Chapters and Networks Department staff through our [online form](#).

We will not issue Chapter/Network event payouts to Chapter/Networks Leader personal checking accounts unless the transaction is an approved reimbursement as noted above.

Payouts and Reimbursements may take up to 45 days to deposit into a local checking account after the initial request date.

The Texas Exes Association cannot pay out any scholarship donations received through Eventbrite/other Association payment method. All donations must be deposited to the Chapter/Network's Texas Exes Scholarship Account to honor donor intent.

Questions? Contact our team at chaptersandnetworks@texasexes.org