



Delta Gamma  
1873

# Collegiate Finance Handbook

*Updated October 2025*



**You know Delta Gamma as a sisterhood, but did you know that it's also a business? Delta Gamma is both: a sisterhood and a business. Finance is an area where both aspects are very much part of the picture, and it is important that to have a clear understanding of both.**

**Edited under the direction of the Director:  
Finance and the Fraternity Treasurer**

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Columbus, OH 43221**

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# Introduction

This guide is intended to be a resource for the collegiate vp: finance and others involved in managing financial matters for the chapter. Note that “members” refers to both members and new members unless otherwise noted. A guide to Delta Gamma acronyms related to finance is in [Appendix A](#).

**Note:** Specific information regarding the Office of Housing (OOH) billing, Room Agreements (RAs) and Member Housing Agreements (MHAs) is in the Housing Manual.

Delta Gamma is a sisterhood where every member should feel friendship and acceptance. As sisters, we socialize together and participate in other events. The funding for these activities comes ONLY from our members. The VPF is responsible for holding members accountable for their financial obligations and helping them understand that this is an essential component of being a part of Delta Gamma.

## Roles of the vp: finance

The vp: finance serves in various roles supporting both the chapter and related entities, such as the chapter management team (CMT) and the house corporation (HC) board. They are:

- The chapter’s financial gatekeeper
- A member of CMT
- A voting member on the HC board
- A contract signer on behalf of the chapter
- The Leader of the director of house management/director of chapter property and director of funds

## Key responsibilities to the chapter

As vp: finance, you have a broad range of **year-round** responsibilities that you are expected to complete in an accurate and timely manner. Responsibilities are outlined on the finance calendar at the end of this handbook.

Responsibilities to the chapter include:

- Review, edit and present the chapter budget.
- Pay all chapter expenses prior to due dates.
- Maintain financial records and any needed adjustments to members’ accounts on Re:Members.
- File monthly reports to Collegiate Finance through Re:Members and correctly post all transactions.
- Communicate the financial health of the chapter to members.
- Follow the Fraternity Constitution and the Fraternity’s policies and procedures.

- Non-voting attendee to Honor Board meetings regarding financial matters.

## Key responsibilities to the house corporation

- Attend HC board meetings and serve as a voting member.
- Approve the Annual Agreement with house corporation by or prior to April 1.
- Promptly pay invoices for all fees and expenses as stated in the Annual Agreement.

## First things to do as the new vp: finance

1. Update bank signature records for all chapter accounts to ensure that **only the current** president, vp: finance, advisory team chair (ATC) and chapter financial adviser (CFA) are listed, and make sure new officers/advisers have online access to the account.
2. Update Re:Members to ensure the same officers/advisers have access; remove access to all those who are not on the list above.
3. Review all past due receivables from members and non-members, as well as Honor Board actions taken to mitigate these accounts and next steps needed.
4. Study your chapter's budget and budget expense codes; review fiscal year-to-date (YTD) spending and make a budget for each new CMT member and director. Assign officer contracts to new officers on Re:Members.
5. Read your chapter's BLSR, especially the Finance section. Make sure you understand all finance policies and discuss with your CFA/ATC how they will be enforced.
6. Learn how to submit your Re:Members report (including posting checks and deposits, reconciling your bank statement, and submitting your bank statement via Anchorbase to your collegiate finance consultant (CFC).
7. Remove Purchase Cards from all officers that should no longer have them – remove any funds and cancel their cards.
8. Issue pay cards for appropriate officers; ensure they understand all of the rules and requirements for use of pay cards. (Receipts must be used by person with name on card ONLY, adding funds to cards, etc.)
9. Respond to your Regional Finance Specialist (RFS)'s introductory email with accurate contact information.

## Communication guidelines

Clear and consistent communication and education is critical for the financial well-being of your chapter.

- Provide high-level monthly finance reports to your CMT and chapter members.
- Maintain regular communications with your vp: social standards and schedule regular meetings with Honor Board during the first meeting after the 11th of each month.
- Provide regular updates to your advisers – your CFA and RFS/RHS/RFHS/DCB; check with them regarding expected frequency.
- Reach out to your vp: Foundation or director of Anchor Splash or director of fundraising for all information and receipts from the Foundation fundraiser(s) so you can complete the Fundraising Finance Report Form on Anchorbase which is due two weeks after the event is held.
- Clearly communicate financial requirements/expectations with all new members.

Some helpful email hints:

- Check your email every day so you can respond to inquiries within 24 hours.
- Include your chapter name and topic in the subject line of your emails to your regional team, Collegiate Finance/Executive Offices and Re:Members.
- Copy your RFS/DCB and CFA on emails to collegiate finance and Re:Members so they can help with follow up.
- Copy your chapter president, vp: social standards and ATC or RCS, as appropriate.
- Keep email chains intact for ease of reference with extended email conversations.
- State questions or requests clearly, especially when adding additional personnel to email chains. It is best not to require them to sift through the email chain to determine what is being asked of them.

# Finance Team and Resources

## Chapter team

### **director of house management**

Housed chapters have a director of house management who works closely with the vp: finance regarding various housing responsibilities which will vary according to the type of housing (e.g., residential, non-residential, suite).

Responsibilities may include:

- Ensure that the house is filled to capacity.
- Enforce respectful care of the physical facility and furnishings.
- Uphold and facilitate enforcement of all policies and procedures outlined in the House Corporation Handbook.
- Review the chapter house standing rules and all Fraternity housing policies annually with members and new members.
- Attend all HC board meetings as a voting member.
- Act as a liaison between the house corporation and the chapter.
- Other responsibilities as outlined in the Collegiate Chapter Officers Manual (CCOM).

### **director of chapter property**

The director of chapter property role is for chapters that are typically *unhoused and part of FMC*. This position usually replaces the director of house management for housed chapters, though house chapters may have both a director of house management and director of chapter property, with RCS approval.

Responsibilities include:

- Perform annual inventory of any storage facility leased on behalf of the chapter. Maintain an accurate record of the inventory.
- Maintain an accurate inventory of all ritual equipment. Coordinate the request for purchase of additional ritual equipment with the director of rituals and your FHC/FMC.
- If a part of FMC, gather requests and submit annual chapter wish list items to FMC.
  - If a part of FMC, gather requests and submit annual chapter wish list items to FMC.
- Enforce respectful care of the physical facility and furnishings, if applicable.
- Help the chapter president educate the chapter about Crisis Management Procedures. Refer to Section 6: *Crisis Management Procedures*.
- Arrange for meeting/event rooms, if applicable.

- Prepare for Fraternity visitors (Council, Cabinet officers, Collegiate Development Consultants) with the help of the chapter president and the vp: social standards.

### **director of funds**

Chapters with at least 45 initiated members will have a director of funds who works closely with the vp: finance to support her in keeping the chapter's finances strong. This is an excellent position from which a member could step up to the role of vp: finance, use her skills to make the overall job easier, and keep the chapter financially secure.

This position can do any work relating to finance **except the following**, due to bonding agreements:

- Collect funds.
- Make deposits.
- Sign checks.

Areas of responsibility for the director of funds may include:

- Reconcile the monthly bank statement.
- Monitor the 360G-Reimbursable account.
  - This account should only be used for specific purchases. Chapters **MUST** use a direct pay online service for purchasing items (such as Hannah's Closet). This includes any party favors for social events or T-Shirts that are strictly optional.
  - If this account **MUST** be used (Such as purchasing in the block of football tickets during Family Weekend), members must have been invoiced and have paid before check is written or payment is sent. It should include **ONLY** invoices that have been paid. The tickets should **NOT** be purchased for anyone who has **NOT** paid.
  - For Clarity: There are **NO** other accounts that can be used for reimbursable invoices.
- Enter fines and charges on Re:Members (Account 340)
- File receipts and keep chapter finance files in order.
- Confirm that all new member information is entered within the first 2 weeks of the new member period.
- Monitor members signing contracts on Re:Members – Dues and Fees, Officer Budget Contracts

### **chapter financial adviser (CFA)**

Your CFA is a member of your chapter's advisory team. She advises the vp: finance, director of house management/director of chapter property and director of funds.

This is the first person to contact with questions or concerns. She should also be copied on all correspondence to the RFS.

Your CFA is knowledgeable about Delta Gamma policy and procedures and the financial history of the chapter. She can help with the officer transition process,

the budget review and approval process and provide general oversight on chapter finances via Re:Members and monthly reports. She should also be an authorized signer on chapter bank accounts.

## Regional team

### Regional Finance Specialist (RFS)

The RFS works in conjunction with the Fraternity Director: Finance. They are responsible for approving member account adjustment requests, assists in addressing a collegiate chapter's financial processes and delinquencies, and reviews the reconciled monthly reports generated by collegiate finance. The RFS/RFHS is the next point of contact after your CFA..

### Other regional team members

- Regional Director (RD) monitors collegiate chapters and alumnae groups within her region.
- Regional Collegiate Specialist (RCS) or Council Appointed Coordinator (CAC) works with the collegiate Honor Board and officer transition, among other responsibilities.
- Regional Collegiate Recruitment Specialist (RCRS) advises on recruitment issues.
- Regional Housing Specialist (RHS) assists in matters involving housing.
  - This position may be combined with the RFS role (RFHS) in designated regions.
- Regional Foundation Coordinator (RFNC) supports chapters, both collegiate and alumnae, regarding the Foundation.

## Council and Leadership

**Fraternity Treasurer** is the elected member of Council who oversees and is responsible for all Delta Gamma Fraternity financial and housing matters.

**Director: Finance** is responsible for coordinating periodic training of chapter vp: finance, works with/trains the RFSs, may be assigned to work with problem chapters, and is given special projects helping to oversee chapters on status. Works with Finance and Housing teams to define new finance policies and procedures as appropriate.

**Director: Collegiate Budgeting** works across the Fraternity to develop collegiate budgeting process and procedures and builds draft budgets for all collegiate chapters in conjunction with the assistant director for collegiate finance. They also support new chapters taking on the roles/duties of a Regional Finance Specialist (RFS) until the chapters move into their respective regions (usually after two years).

**Director: Housing** is the subject matter expert for volunteers and Leadership on housing trends and policies. They collaborate with Regional Housing Specialists (RHS) to maintain housing facilities while managing costs to

members. They provide training for RHS and facilitates monthly RHS calls, serve as a member and chairman of the FHC and FMC boards, maintain thorough knowledge of the Regional Housing Specialist Handbook and the Housing Manual and coordinates content and publication of *On Deck* newsletter and *ANCHORA* articles with the Office of Housing (OOH) Staff. The Regional Team members, Fraternity Treasurer and Directors: Finance, Collegiate Budgeting and Housing are all held by alumnae volunteers.

## Executive Offices

The collegiate finance team are Fraternity staff members who work in collegiate finance at Executive Offices. Their responsibilities include:

- Preparing the reconciled monthly reports, balance sheets, and income statements for their assigned chapters.
- Generating delinquent report lists, and preparing and submitting Federal tax forms 990 and 990-T for collegiate chapters.
- Answering questions on Delta Gamma financial policies and procedures.

Collegiate Development Consultants (CDCs) are recent college graduates who serve as paid members of the Delta Gamma staff. CDCs are trained to serve as consultants in Fraternity policy and procedure.

Executive Office staff positions are paid employees of the Fraternity.

## Re:Members

Re:Members chapter representatives are employees of Re:Members, the Fraternity's vendor for online accounting services. They are specialists in the use of the Re:Members financial software, and they are your primary contact for training, troubleshooting and questions about Re:Members. However, they are not versed in Delta Gamma financial policies and procedures.

**Note:** Re:Members is NOT a banking application. It does not receive information on deposits and expenses directly from the bank – it requires the vp: finance to input this information from the bank statement and to classify all expenses that are made through Re:Members (such as: ACH withdrawals, purchase card expenses, fees charged).

## Resources

Barbara Nussa Boersma Library (at [www.deltagamma.org](http://www.deltagamma.org))

- Constitutions: Delta Gamma Fraternity, Delta Gamma Foundation and Fraternity Housing Corporation/Fraternity Management Corporation
- [Collegiate Chapter Officers Manual \(CCOM\)](#)
- Handbooks: [Collegiate Finance](#) and [Honor Board Handbook](#)
- [Delinquent Report Spreadsheet](#) (DRS) – prepared and available on the 15<sup>th</sup> and last day of the month
- Various forms, letters and other documents

Anchorbase – you'll find the following and more as new items are added.

- Chapter membership roster
- Chapter calendar
- Statement of Obligation
- Excess Accumulated Surplus request form

[Delta Gamma/Re:Members Support Videos](#)

# Delta Gamma Financial Policies

## Dues and fees policies

All members are obligated to pay chapter dues and fees when enrolled as undergraduate students, independent of participation in chapter activities.

Chapter officers may not receive discounts on room, board or chapter dues/fees, or any other special financial treatment or benefits including gifts, unless all members receive the same discounts or treatments.

## Confidential information

Ensure the security of all chapter financial records:

- Keep the chapter checkbook (bound and secured), along with chapter and member financial records in a locked box or cabinet.
- Do not share chapter bylaws and standing rules (BLSR) or budgets with any non-members, including the university/college, without Council review and/or approval. If asked, contact your ATC/CFA or RFS/RFHS/DCB for guidance.
- Never share personal or financial information about any member with anyone who does not “need to know” that information. (“Need to know” refers to providing access to information only to the extent that it relates to the Delta Gamma’s specific officer, adviser, or other responsibilities.)
- If contacted by a parent or someone else outside Delta Gamma, it is recommended that you do not speak to them directly. Instead, respond that you will direct them to the correct person, and then contact your ATC, RFS/RFHS/DCB, RCS/CAC or Executive Offices (EO).
- All matters pertaining to chapter Honor Board meetings are confidential.

## Record retention requirements.

Per IRS requirements, maintain chapter files (paper or electronic) including vendor, bank statements, contracts, and checkbooks for seven (7) years.

Electronic files should be retained in a secure, cloud-based system such as Google Drive or Dropbox – not your personal laptop. Use [CollegiateFinance-DG@deltagamma.org](mailto:CollegiateFinance-DG@deltagamma.org) as your recovery email address. All electronic files should be password protected. (It is recommended that a common password is used so that it can be accessed by future officers)

- Shred or delete financial records older than seven years.

## Who is authorized to sign on behalf of the chapter?

**Sign checks, access bank accounts or handle money.**

- Only the current chapter president, vp: finance, CFA and ATC

- These officers and advisers are the only ones covered under the Fraternity's bonding insurance, and all of them should be authorized as check signers on your bank account(s), in case the need arises, as well as have access to online banking information.

### **Sign vendor contracts on behalf of the chapter.**

- Your **chapter president and vp: finance** are the only officers authorized to sign any agreement or contract, following approval by the CMT and ATC.
- *Your CMT and ATC must approve all contracts prior to signing.* This will help ensure that all requirements are met and avoid the unintentional signing of multiple contracts. If the chapter has no ATC, your RCS/CAC must approve the contract.
- When applicable, W-9s must be obtained from vendors before the contract is signed.
  - Contracts paid for with Purchase cards do not require a W9.
  - Contracts paid for with checks do require a W9 if the total amount spent for the year may exceed \$600.
- No contract may be signed that extends longer than the current fiscal year (June 30).
- If a contract needs to be signed prior to June 30 for the next year, it must not be for a period of more than 1 year and should be reviewed by the CMT and ATC. (This may be true for contracts for Recruitment purposes)
- No chapter officer or member may consent to any verbal contract or purchase agreement over the phone or in response to unverified email solicitations. Every member and new member should be carefully instructed regarding this procedure. *Appropriate Honor Board actions will be taken if an individual doesn't follow these procedures.*
- Past experience with solicitation by fraudulent firms requires that chapters use caution when making purchases. Verify a firm's reputation with Executive Offices, the university or local Panhellenic before placing an order. A good resource for vendors is the [Delta Gamma Fraternity-approved vendors list](#) available on the DG website. Should a vendor approach a chapter officer to renew a "long-standing" agreement, the officer MUST contact the chapter president and vp: finance to secure authorization.
- When the chapter has contracted for the purchase of goods, the items must be delivered **before** the vendor is paid in full.
- The chapter president and/or vp: finance may not sign any contract for a chapter event if the contract releases the host establishment from liability.
- Before signing a contract for a chapter event, the chapter president or vp: finance must ask for a copy of the establishment's certificate of insurance. If alcohol is served, liquor liability must also be verified.
  - An establishment must have a Certificate of Insurance with general liability of \$1 million and liquor liability of \$1 million for events with alcohol.

- The chapter president and vp: finance must read contracts carefully and avoid signing any contract which requires that the Delta Gamma Fraternity insurance policy be extended to cover reserved, rented or leased premises. If the chapter is obligated to seek additional insurance coverage, the ATC must be consulted before requesting this coverage from the Fraternity's insurance carrier. If the chapter has no ATC, the chapter must consult the RCS/CAC.
- Listing an establishment as an "additional insured" on Delta Gamma's insurance is a complex step which requires significant lead time for working with the Fraternity's insurance carrier and may result in an additional premium cost which will be charged to the chapter.

## Banking and investing

### Chapter bank accounts

- Checking and savings accounts must be in federally insured banks.
- Investment programs must be approved by the Fraternity Finance Committee
- The only members who should be authorized on the accounts are: vp: finance, CFA, president and ATC. Once officers/advisers are transitioned, this information needs to be updated with the bank. It may be necessary to visit the bank in person.

### Online banking

- Use online banking services to review bank activities and statements.
- Monitor chapter bank accounts on a regular basis (at least monthly) for any discrepancies in financial activity. If anything unusual is found, alert your financial team members (DF, DCB, RFS, CFA, CFC) immediately.
- Submit monthly bank statements via Anchorbase and submit the Re:Members report on the system, to your CFC prior to the 10th of EACH month. This is required for ALL months of the year.

**No chapter credit or debit cards (issued directly by the bank) are permitted. However, purchase cards obtained through Re:Members may be used.**

The house director may NOT be provided with a Re:Members purchase card. If she is going to pick up items or supervise services that fall under CHAPTER expenses, then these need to be pre-paid via check or chapter purchase card before then. (This includes, but is not limited to supplies or food for recruitment, big sis/little sis events, sisterhood events, etc.)

The chapter may NOT give permission for the House Director use her OOH issued credit card to pay for items and services that fall under CHAPTER expense accounts. There should be NO "Charge Backs" from the OOH to the chapter for CHAPTER expenses paid by the House Director.

(See Appendix B for a detailed list of CHAPTER and HOUSING accounts)

### Bank deposits.

- Deposits must be made as soon as possible; **do not hold cash/checks longer than one week.**
- Only accept small amounts of cash for deposit (such as from fundraising events).
- Do not accept cash from members for dues as appearing on the dues and fees contract.
- If a member needs to submit a check for dues and fees, see the Billing section under the Re:Members overview in this handbook for additional instructions.
- Do not accept cash for miscellaneous member charges unless approved by chapter CFA.
- Do not accept post-dated checks.

### Chapter checkbook/checks

- Chapter checkbook and checks must be kept in a secured location, such as a locked storage box or file drawer.
- Checks must be used in sequential order. Write checks from only one checkbook.
- Checks written for more than \$500 must have 2 signatures.
- If you need to be reimbursed for a chapter purchase, the president, CFA and/or ATC must write the check. **Never write a check to yourself.**
- **Never give a blank check (signed check with no payee or amount filled in) to ANYONE!**
- No reimbursement may be provided without a completed [Disbursement Request Form](#) and attached, itemized receipt(s). Bank or card statements are not sufficient documentation.
- No chapter funds may be used to purchase alcohol. (Make philanthropy checks payable to the fraternity/sorority philanthropy, never directly to the fraternity/sorority)
- Philanthropy checks are to be made payable to the fraternity/sorority philanthropy, never directly to the fraternity/sorority.

### ACH PAYMENTS

Fraternity: per capita dues, new member fees, Initiation fees, Re:Members fees, Panhellenic fees and web fees. These fees are now pulled automatically from your bank account via ACH. When you receive an email that this has been done, input the payment on Re:Members. Use ACH or AUTO rather than a check number and add the appropriate account code.

# Member Contracts and Agreements

## Legally binding documents

A signed contract or agreement is a legally binding document in which the member agrees to its stipulations, and which allows the chapter to take certain actions, such as bill members and collect funds due to the chapter. A signed contract also provides recourse for the chapter if the member does not meet the terms of the agreement she signed. Copies of signed contracts and agreements are kept on Re:Members or Anchorbase and can be retrieved as needed.

## Age of majority/legal authority

The rules regarding the age of majority/legal authority that determine who can sign a legal document vary from state to state and depend upon where the contract or agreement is signed.

In most states, the age of majority is eighteen (18). A few states have an age of majority/legal authority other than 18; these states are Alabama (19), Mississippi (21), Nebraska (19) and Puerto Rico (21).

For Canadian members, the age of majority is eighteen (18) in most provinces. These provinces have an age of majority of nineteen (19): British Columbia, New Brunswick, Newfoundland, Northwest Territories, Nova Scotia, Nunavut and Yukon.

If a member or new member has not yet reached the age of majority, her parent must sign any contract as a co-signer on Re:Members. The member or new member must have a parent account established on Re:Members.

## Contracts/Agreements

Three (3) primary contracts or agreements are issued to members which establish their relationship and mutual responsibilities:

- Statement of Obligation (found on Anchorbase ONLY)
- Dues and Fees contract
- Officer Budget contract

### Statement of Obligation

The Statement of Obligation establishes the financial relationship between the chapter and the new member. It is signed on Anchorbase (not Re:Members) during week two of the new member period.

### Dues and Fees Contract

The Dues and Fees contract is a legally binding contract between the chapter and the member.

- States what the member will pay according to the budget approved by the chapter.

- Gives the chapter the right to bill the member.
- Enables the chapter to take a member to collections if she does not meet her financial obligation.

The Dues and Fees contract is generated on Re:Members based on each member's billing group. It is assigned to each member after they are assigned to a billing group initially each year and after an MAA is approved. Members must select their payment plan (payment schedule options are annually, by semester, quarterly or 8 monthly) and sign their Dues and Fees contract electronically the next time they log on to Re:Members. Members who have questions or technical issues should be encouraged to contact Re:Members directly for help.

The Dues and Fees contract includes:

- Date of contractual agreement – covers one school calendar year.
- Home (permanent) address – filled in when the member signs in online.
- Amounts owed for this contract, as generated from the chapter's approved budget and based on the member's billing group.
- Member name, chapter name and signatures of chapter representatives are all assumed or provided through the online signature on Re:Members.
- What the member owes and when payments are due (based on selected payment plan)

Every member and new member must sign her Dues and Fees contract on Re:Members within 10 days of notification. Even if a member selects to pay her dues for the year in full, a Dues and Fees contract must be signed.

If anyone neglects to sign within 10 days, you must file an APN for a member or SOR for a new member.

Failure of the member to sign her Dues and Fees contract prior to the first invoice date also means that the total amount of the contract is due and payable on that date.

Note that the Dues and Fees contract payment plans issued via Re:Members are the only payment plans permitted. In extreme circumstances, if a new member needs a 10-month payment plan, the vp: finance can reach out to Re:Members for assistance. (RFS pre-approval is required) In exceptional situations and on a case-by-case basis, the Honor Board may approve special payment plans that extend beyond Re:Members's typical monthly plan cycle, as approved by the chapter's CFA/RFS/DCB. Any alternate payment plans must be submitted through Re:Members (with RFS/RFHS/DCB approval) so that a new Dues and Fees contract will be generated. No special payment plan can extend past the end of the fiscal year (June 30) or include due dates other than the first day of a calendar month.

### **Bylaws and Standing Rules (BLSR)**

The chapter's BLSR are revised every year, based on the Fraternity's model BLSR.

The vp: finance is responsible for:

- Reviewing the Financial Standing Rules and Housing Standing Rules sections of the BLSR and annually suggesting revisions to CMT.
- Advising the chapter regarding chapter-specific standing rules.
- Enforcing BLSR related to finance and housing.

### **Officer Budget Contract**

The Officer Budget contract is an “evergreen” document – it only needs to be signed by an officer at the beginning of their first term. It remains active as long as the member is an active member who holds an office. It is issued to any officers or directors who are responsible for a budget.

Immediately after new officers are installed, the vp: finance must assign to each officer an Officer Budget contract through Re:Members. The contracts must be signed on Re:Members. If a vacancy occurs where an officer is replaced, the new officer must sign a new Officer Budget Contract as soon as possible, if necessary. No officer shall be issued a purchase card until they sign the Officer Budget Contract.

This contract states that the officer signing will stay within her predetermined budget amount and that, prior to exceeding such amount, she will request permission from the vp: finance and CMT.

The one master contract is assigned to each officer and director who oversees a budget. The vp: finance is charged with keeping the officers apprised of the state of their individual budgets. She may also share the Profit and Loss vs Budget report on Re:Members with CMT monthly to help keep officers aware of the overall status of the chapter’s budget. She is not responsible for maintaining sub-budgets for specific events/activities managed by other officers.

### **Officer Budget accountability**

Assign officer contracts to all JCMT officers with budgets.

- Assign Officer Budget contracts to anyone else responsible for a budget (directors, chairs, such as Anchor Games).
  - This contract needs to be signed only 1 time during the collegiate years, as this is an “evergreen” contract to cover all years. A specific budget contract SHOULD NOT be created for each year.
- File an APN for any officer who hasn’t signed the officer contract within 10 days.
  - Officers may be at risk for losing their office if they do not sign this contract within 10 days.
- Make sure each officer knows how much she has available to spend. If that officer will be issued a purchase card, ensure that she understands the policies and procedures for purchase card usage.
  - Do not “load” the entire amount for an officer on the purchase card at the beginning of the year – release funds as needed and approved.

- Add funds to the purchase card after the officer has discussed the proposed spending for an event or items with J/CMT.
- Do NOT link any of the purchase cards to Venmo or other fund transfer accounts.
- Inform officers that they are responsible for their budgets. Ensure that they understand that the budget needs to have funds available for the entire school year and any events held after officer transitions.
- Any officer who goes over budget without prior approval of the vp: finance and CMT must be held personally responsible for the expense and may be expected to pay it back to the chapter.
- Officers must use the Disbursement Request Forms and provide itemized receipts for reimbursement requests when purchase cards are not used. These receipts must be uploaded into Re:Members before checks can be issued for reimbursement.
- Individual spreadsheets will help JCMT members to keep a running balance.
- Collect W-9s for vendors as required; submit to EO as soon as possible.
- Officers who are not issued a purchase card for their budget may have an officer that does have one accompany them and use their purchase card, rather than use personal funds. **The person whose name is on the card MUST be present when the purchase card is used.**
- All CHAPTER purchases must be charged to chapter issued purchase cards or use a chapter issued check.
  - If the purchase is not able to be charged to the chapter purchase card, then there needs to be a documented reason and receipt for the purchase on a personal credit card. This should be uploaded into Re:Members before the check is issued.
  - Any purchases under \$500 are acceptable for personal credit cards. This is not preferred, but may be needed. Receipts are needed for all reimbursements.
  - If a purchase OVER \$500 is charged to a personal credit card, then the vp:finance needs to notify the RFS/RFHS right away.
  - No officer or member may use chapter purchases or funds for personal gain (such as charging all purchases on a personal credit card in order to earn “points”).

### **Promissory Note**

A promissory note is a signed document containing a written promise to pay a stated sum. They are legally binding contracts agreed upon between an alumna/non-member and the chapter, drawn up by collegiate finance staff at Executive Offices and maintained in Re:Members.

### **Promissory Note criteria:**

- Available only to alumnae/non-members

- No minimum balance required.
- Offered as an interest-free payment plan, up to 60 months.
- Must have approval from your CFA or RFS/DCB.
- Maintained as a contract on Re:Members; payee is responsible for all fees.

#### **Promissory Note process:**

- Administered by collegiate finance staff at Executive Offices (EO)
  - Requests are generated by completing the associated Anchorbase task.
  - Task must contain alumna/non-member's name, current email address and balance due.

#### **Promissory Note overview in Re:Members:**

- Active promissory notes can be viewed in Re:Members under Agreements> Active Payment Plans. Click on the name to view the details of the promissory note.
- To review PN payments, you can find the Member Profile under Members> Member Roster> click More Views, drop-down 'Member Type/Sub Type/Billing Type> drop-down Member Status to Alum/Non-member. <https://www.screencast.com/t/Sja2WqeXep>

#### **Promissory Note general information:**

- The member account will appear on the Past Due Receivables (PDR) because their account must be On System in Re:Members to make payments.
- The Re:Members fee charged by Re:Members is figured into the promissory note balance.
- Payments are set up as auto-pay in Re:Members.
- No fees are charged from the Fraternity to the chapter for issuing promissory notes.
- Non-Members with a promissory note are charged \$17 per semester by Re:Members.
- If a scheduled payment is missed (e.g., Restricted Card, Insufficient Funds, Invalid Account Number, etc.), the collection process may be started.
- Send the Past Due Account Notice Letter from the DG Library Bad Debt Write-offs (BDWO) will not be processed for active promissory notes.

# Tax Status

## Delta Gamma Fraternity

- All collegiate and alumnae chapters and house corporations
- IRS classification 501(c)(7) – Social and Recreation Clubs
  - Non-profit organization
  - No tax deduction for contributions
  - Must pay sales tax.

## Delta Gamma Foundation

- Assets are permanently dedicated for charitable purposes.
- IRS classification 501(c)(3) – Charitable Organization
  - Tax deduction for contributions (checks must be payable to Delta Gamma Foundation)
  - Exempt from sales tax.

## State Notification on Continued Existence or Fictitious Name Status

As vp: finance, you are responsible to maintain the State Notification on Continued Existence or Notice of Expiration regarding fictitious name status with your individual state, if applicable. If you or the chapter president receive notification of either a continued existence or requirement to file existence from the state in which your chapter is located, contact your CFC for help.

The status of a chapter in a state can be obtained online using the chapter's Employer Identification Number (EIN); this number may be obtained from your CFC.

# Re:Members Overview

## Introduction to Re:Members

Re:Members is the vendor that provides our Fraternity-approved online accounting system. Re:Members representatives can help with all areas related to finance processing, but not Delta Gamma policy.

Contact information:

- For vp: finance, CFAs and ATCs – dedicated Re:Members representatives are available by email, call or live-chat. Start times vary, but a Delta Gamma representative should be available 7 a.m. to 5 p.m. PT, Monday – Friday.
- If individual members (parents/secondary users, alumnae/non-members) have issues, encourage them to contact Re:Members directly through their Client Care Team:
  - 800-457-3816; [Re:Members@Re:Members.com](mailto:Re:Members@Re:Members.com); Re:Members's chat feature
  - Client Care Team House: Monday – Friday, 7 a.m. to 5 p.m. PT
  - After Hours Phone Payment: 855-313-7085

For additional support, including video tutorials, check out the [Delta Gamma Support Videos](#) website.

Note: Effective July 1, 2024, the OOH is direct billing members for housing costs. There are separate agreements and payments in Re:Members required for the CHAPTER and HOUSING budgets for each member. (When the member logs into Re:Members, she sees a CHAPTER and HOUSING bill to be paid.) The vp: finance is only responsible for monitoring the payments for the CHAPTER accounts. The HOUSING account process is further described in the Housing manual.

## Re:Members access for officers and advisers

Regularly review and update admins and roles on Re:Members, particularly after new officers or advisers are installed. Access via your profile icon (top right).

Regularly review and update the Honor Board Admin Management page to ensure the correct people from Honor Board are receiving the relevant emails. (Only the vp: finance, director: funds, CFA and ATC are given access to Re:Members)

Request removal of any personnel (chapter officer and/or advisers) who are no longer in their roles from the Re:Members rep. Ensure the correct email addresses are used for all who have current Re:Members access. Dashboard > Honor Board > Honor Board Admin Management Page.

Honor Board Admin Management

Admin Title	Admin Name	Admin Email	APN Notification To Admins	APN Notification To Members	SOR Notification To Admins
Vice-President: Social Standards	Brown, Monica	mb@gb.com			
President	Brown, Monica	mb@gb.com			
Junior Member	Brown, Monica	mb@gb.com			
Sophomore Member	Hill, Tamia	th@gb.com			
Member-at-large	-Select-				
Advisory Team Chairman	Hill, Tamia	th@gb.com			
Vice-President: Finance	Wilson, Clara	cw@gb.com	✓		✓
Director: Scholarship	Rowland, Kelly	kr@gb.com			
Director: House Management	Wilson, Clara	cw@gb.com			
Vice-President: Foundation	-Select-				
Vice-President: Communication	-Select-				
Honor Board Advisor	Hill, Tamia	th@gb.com		✓	
Chapter Finance Advisor	testing, test	testing1@gb.com	✓		✓

Updated by greekbill greekbill on 05/21/2023

Cancel

Save

# Managing Member Roster & Accounts on Re:Members

## Introduction

An important responsibility of the vp: finance is to make certain your chapter's Re:Members roster is up-to-date and matches the member roster on Anchorbase.

New members and members who are transferring will be added to your Re:Members roster once they are added in Anchorbase. Appropriate dues and fees must then be assigned to these members. The Re:Members roster is synched (within 48 hours) with the Anchorbase roster and will update as members are added or removed. Note: Non-members will only be removed from the Re:Members list if they have a \$0 balance on their account.

Membership resources:

- [How to Update your Anchorbase Roster](#)
- [Anchorbase/Re:Members Integration Guide](#)
- [Anchorbase/Re:Members Integration Guide \(visual\)](#)
- [Delta Gamma/Re:Members Support Videos](#) website

## Coordinating the Re:Members member list

- Re:Members member list must always align exactly with your chapter's roster on Anchorbase.
- Changes to the roster on Anchorbase must occur before changes are made to your Re:Members roster.
- Coordinate with your chapter's vp: communications and vp: social standards to ensure that the rosters are updated and correct.

## How to add members to Re:Members

### New members

New members' names and charges must be added to Anchorbase by Week 2 of the new member period. From there, they will sync over to Re:Members, and then you will add charges for their new member dues & fees.

Attend the following new member meetings:

- Intro meeting – introduce yourself and your role to new members.
- Week 1 meeting  
Explain their financial responsibilities and demonstrate Re:Members. Let them know they can request extending payments as a new member (see payment options).
- Week 2 meeting  
Help the new members log onto Re:Members. Show them how to select a payment plan (contact Re:Members directly if an extended payment

plan is requested by the new member) and sign their Dues and Fees contracts.

Inform New Members that they are required to claim their accounts in Re:Members and pay the new member fees (at a minimum) before they will be approved for Initiation.

Remind members that they have to wait for the email from Re:Members before setting up their account. If they set up an account without the email, they will create 2 separate accounts on Re:Members. Email addresses must be personal and NOT end with .edu.

### **Transfer members affiliating with your chapter.**

Verify with your chapter president the good standing of transfer members wishing to affiliate with your chapter.

Members may affiliate with another chapter if they are in good standing (including having paid any balance to her previous chapter) and if chapter standing rules provide for it. Unaffiliated transfer students retain Fraternity obligations and may be extended privileges by the chapter.

Members who affiliate will be added to the Re:Members roster once they are added to the chapter's Anchorbase roster. Then you can add their charges.

### **Creating Charges for Members**

1. Assign and generate appropriate charges for new or affiliated members within the "Create Charges" tab in Re:Members. Submit charges and notify your RFS/DCB.
  - Budgeting > Create Charges > Prepare Charges > Assign Members
  - Select the members to be assigned (multiple members can be selected when they are to be assigned to the same billing group)
  - Press Assign Select the correct billing group
  - It may need to be created
2. Your RFS/RFHS/DCB will review the charges for accuracy, approve the charges and notify your Re:Members representative that she may proceed with invoicing these members.
3. At time of invoicing, the Re:Members rep will assign the Dues & Fees contract and payment options. The Re:Members rep will send the members an introduction email with login instructions.
4. Notify members that they must log on to Re:Members, select their payment plan (extended payment plan if requested by new member) and sign their Dues and Fees contracts within 10 days.
5. File an APN (member) or SOR (new member) for any who do not sign within 10 days.

Your RFS/RFHS/DCB will review the charges for accuracy, approve the charges and notify your Re:Members representative that she may proceed with invoicing these members.

If a member requires login assistance, they can contact the Re:Members Client Care team for assistance at (800) 457-3816 or [support@Re:Members.com](mailto:support@Re:Members.com).

## Billing

Chapters must adhere to the standard billing cycles established between the Fraternity and Re:Members.

- Eight billing months for semester schools; Nine billing months for quarter schools
- Billing cycles begin on the 1st of the month in which the members return to campus (generally August or September)
- The billing cycle can be extended through June 30 for any new or existing member due to special circumstances, with Honor Board and RFS/RFHS/DCB approval. Re:Members must be notified that the payment plan adjustment has been approved, so that they can make the adjustments and issue a new Dues & Fees contract. The member has 24 hours to sign the revised contract; after 24 hours an APN (or SOR for New Members) must be filed through Anchorbase.
- Re:Members invoices members on or about the 15<sup>th</sup> of each month for their regular dues and fees when a payment is due that month, plus any fines or charges the vp: finance or director of funds may add to their account.
  - Only fines designated by the BLSR's may be leveraged against members.
  - Invoices may NOT be used for dues adjustments without prior approval of the RFS/RFHS.
- Payments (according to the Dues & Fees contract) are due on the 1<sup>st</sup> of the month. Any account that is not paid by the 10<sup>th</sup> of the month is considered late.
- Members are able to have others pay their bill on Re:Members. They must call the number and give the member's name, chapter and account number. They are also able to send checks to Re:Members to be applied to their account. The check / information needs to include:
  - Delta Gamma
  - The member's name and account number
  - Chapter of membership
  - The address for Re:Members is PO Box 639550 Cincinnati, OH 45263.
  - The phone number for Re:Members is: 800-457-3816

## How to make changes in charges

### Member Account Adjustment (MAA) process

Changes in charges are made to adjust the dues and fees of active members because of a change in their billing status. This is called a Member Account Adjustment (MAA). The MAA process is used to adjust dues and fees for members and alumnae/non-members who have already been billed for the year, but whose billing group has changed.



1. Submit MAA request on Re:Members per member.  
Select Request MAA from the MAA page.

Delta Gamma - DEMO - Delta Gamma Chapter - USE THIS DEMO - GB University - Test Region-

Begin here to submit a member account adjustment request for any active member in your chapter

1. Request MAA View MAA Report

- o Select the member whose billing group needs to change

Request Member Account Adjustment - Select Members Export

Here, you are able to fill out and submit MAA requests for members. Select whichever members need a MAA request submitted and click Continue to begin. Once you begin, members selected will be locked. To unlock them, unselect them on this page.

REQUEST MAA MAA REPORT

Current Status: All Filter Members

	Last Name	First Name	Member ID	Current Status	Date Last MAA Request Submitted	Last MAA Request Submitted By	Current MAA Status
<input type="radio"/>	Brown	Christina	2412239	Fall Member/Spring Member			
<input type="radio"/>	Mater	Alma	3276480	Fall New Member/Spring Member			
<input type="radio"/>	Noon	High	3168339	Fall Member			

1 - 3 of 3 items 400 items per page

- o Select the new billing group for the member. Make sure to complete the Reason for Change. If the member is resigning or leaving the chapter, complete the date of resignation/transfer and if they need to be removed from the system. (This is NOT to be used for removing members from the system)

Request Member Account Adjustment - Complete MAA Forms

Please enter all information into each form for all members you selected on the previous page. When you are complete, select Review Information to review and submit your MAA requests. Selecting Remove & Unblock will remove a member from this request session, and other users will be able to submit an MAA for them.

Status: Fall New Member/Spring Member 1 Members Selected

Member Name	Mater Alma	Current Status	Fall New Member/Spring Member	New Status*	Fall Member/Spring Abroad	<span>Create Billing Group</span>
Member ID	3276480	Reason for Change *	Change in Charges	Date of Resignation/Transfer	month/day/year	
Requester Name	Shannon Goodson	Room Agreement Signed *	No	Name of Replacement		
Requester Email*	sgoodson.dg@gmail.com	Resignation form submitted to EO by VPST?	Select One	Change status to Alumni/Non-member and Off-System	Select One	<span>Remove &amp; Unblock</span>

- o Press Review, then Submit Request. The RFS is notified that an MAA has been submitted.

Request Member Account Adjustment - Review & Submit

Review your requests before selecting to submit them to your chapter's RFS.

Update Status To: Fall Member/Spring Abroad 1 Members Selected

Alma Mater	3276480	DEMO - DG GB Demo Chapter	Test Region
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## 2. Notes on MAA requests:

- Ensure the correct new billing group has been created.
- Moving a member to UNASSIGNED will remove ALL of the charges for the current year. This may result in the chapter owing a refund to the former member for any payments made. This should only be used when that is needed and must be approved by Honor Board.
- **Choosing UNASSIGNED is NOT to be used to remove someone from Re:Members – that is completed through the Anchorbase roster updates.**
  - Note for new members: Per the Constitution, all members must pay a new member fee regardless of whether they initiate during their new member period.
  - MAAs can only be processed after the 11th of the month. Please refer to the chart below for guidance on when to expect an MAA to be processed.

### MAA Timeline

Monthly timeline for MAA invoicing accurate PDR reporting



### IMPORTANT DATES

- 1st - Due dates
- 10th - Last due date prior to PDR reports running
- 11th - PDR reports run
- 15th - Invoice date

## Excused Status

- Members approved for Excused Status may receive financial accommodation based on their granted status. Members granted Excused Status for academic/professional, non-resident/abroad, excused financial status (Levels 1/2/3/4) will pay adjusted dues and fees.
- To learn more about financial accommodation and Excused Status, review the [Finance, Honor Board and Excused Status Resource](#).
- Excused Status must be approved by Honor Board and reflected in Anchorbase before a member's dues and fees charges can be adjusted in Re:Members.
- Submit an MAA form to request changing her charges. You may not create any new billing groups for Excused Status - all of these have been pre-approved and loaded into Re:Members for you to assign.

### Members who are transferring or graduating mid-year:

- Members approved for Excused Status may receive financial accommodation based on their granted status. Members granted Excused Status for academic/professional, non-resident/abroad, excused financial status (Levels 1/2/3/4) will pay adjusted dues and fees.
  - To learn more about financial accommodation and Excused Status, review the [Finance, Honor Board and Excused Status Resource](#).
  - Excused Status must be approved by Honor Board and reflected in Anchorbase before a member's dues and fees charges can be adjusted in Re:Members.
- Submit an MAA form to request changing her charges.
- You may not create any new billing groups for Excused Status - all of these have been pre-approved and loaded into Re:Members for you to assign.

### How to remove members from Re:Members

According to the model BLSR Finance Standing Rules,

“Dues and Fees for members/new members who resign, are expelled or members who transfer are due for the entire term(s) of the signed Dues and Fees Contract. Members who transfer and affiliate with another chapter will be released from their original Dues and Fees Contract for the next term upon affiliation and signing a new Dues and Fees Contract with their new chapter of affiliation for that new term.

“Dues for those who are granted Dir: Standards-Approved Early Alumnae Status will continue to be owed as per the member/new member’s self-selected payment schedule according to the Dues and Fees Contract or fees levied via chapter vote up until the date of their application for the new status. If a member/new member is not granted early alumnae status after application, the Dues and Fees contract will be due as scheduled.”

If the member is leaving the chapter for any reason:

1. Confirm that the member has communicated this change with Honor Board. Ensure you know what (if any) payments are still owed by the member.
2. Confirm that the member’s status has been updated in Anchorbase. This is completed by vp: communications or vp: social standards.
3. Once the member is removed from the Anchorbase roster, the system will sync and update the member to Alumna/Non-member on the Re:Members roster.
4. If the member is graduating or transferring (and affiliating with another chapter) mid-year, submit an MAA to adjust their account to term only charges (e.g., Fall Live Out)
5. Once the individual has been moved to alumna/non-member status:
  - If there is a credit balance, submit a refund.

- If there is an amount remaining that the non-member owes, send a Past Due Account Letter to request payment and offer a Promissory Note. Contact EO Finance to set up the payment plan if this is requested by the alumna/non-member.
- If there is an amount remaining that the non-member owes and they did not respond to the Past Due Account Letter or refused to pay, send her name and balance due to Honor Board. They will need to vote to send the member's account to collections or to submit a Bad Debt Write Off (BDWO).
- When there is a zero balance on their account, they will be moved off-system and will be fully removed from your Re:Members roster, typically within 48 hours.
- If a non-member owes money to the Office of Housing and their account on the Housing side of Re:Members is not \$0, they will not be removed until both accounts show \$0.

# Chapter Budget

## Chapter budget creation process

The chapter budget creation process is a collaborative effort -- between chapter officers, advisers, and the Collegiate Budgeting team (Director: Collegiate Budgeting and assistant director of collegiate finance at Executive Offices). A draft version of the chapter's budget will be created by the Collegiate Budgeting team. This draft version uses historical data from your chapter, fixed expense information, and strong budgeting techniques to create a solid draft to begin the process. After receiving the draft budget, you are able to request adjustments for selective accounts based on the needs of your chapter before seeking final approval.

## Delta Gamma budget policies and expectations

A few key important facts to note:

1. Your chapter's budget must include a minimum of 10% surplus. That means your budgeted income must be 10% more than the budgeted expenses.
2. Chapters may not invoice members for things that should be included as part of the collegiate chapter budget – such as:
  - sisterhoods
  - retreats
  - panhellenic activities
  - social events
  - t-shirts that members are expected to purchase such as retreat or Anchor Splash.
3. For parents/date events - the expectation is that funding includes 1 date and 2 parents/family members. Requests for additional attendance may be invoiced to the chapter member, and must be paid in full, prior to the event.
4. Fundraisers:
  - Chapters may not post expenses related to a fundraiser to 745. ALL expenses related to ANY fundraising event MUST be posted to 332 and offset with income collected from the fundraiser.
  - Additionally, members may NOT be invoiced for selling tickets/bands etc. to the event, nor may they be penalized for failing to sell tickets/bands to a fundraising event.
  - The only fundraising expense that may be posted as a chapter expense is the cost of t-shirts members are expected to wear at the event. These will be posted to 805D.
5. The chapter must budget to purchase stoles/cords for their seniors if this is the norm on your campus. Seniors may NOT be invoiced for these items.

6. 360G purchases
  - 360G may NOT be used to purchase MERCH.
  - This account should only be used for something like purchasing football tickets for Family Weekend. When using it for this purpose - all money for the tickets must be collected BEFORE the vpf writes the check. Any member who has not paid will be excluded from the chapter purchase. The vpf can do a negative invoice to remove the charge when a member has failed to pay in time.
  - If a trunk show vendor approaches the chapter about a show - You MUST tell them that they have to be willing to accept payment directly from the members at the time of purchase. The chapter may not assume any liability for purchases made by members and may not pay for any purchase and then invoice their members.
  - Below is a list of some merchants that will Allow Chapters To Set up a Purchase and invoice members directly.
    - [Hannah's closet](#)
    - [B-Unlimited](#)
    - [Hangloose Hut](#)
    - [Allie & Ariel](#)
    - [Greekhouse](#)
    - [South By Sea](#)
  - All 360G purchases must follow this rule: money from members is collected first and then the vendor is paid by the chapter to zero out the account. If a member does not pay - then the item will not be purchased on their behalf.
7. The chapter may not use an invoice to adjust chapter dues and fees unless they have specific permission from their RFS/RFHS or the Director of Finance or Collegiate Budgeting.

## Budget calendar overview

### November/December:

1. Survey your chapter members to determine their plans for the next academic year. Use this information to complete the Member Survey template located in Anchorbase.
2. If you are a spring recruiting chapter – or get Winter/Spring COB New Members – you will need to update again in the spring when you get new members.

### February/March/April:

1. You will receive a draft collegiate chapter budget from the Collegiate Budgeting team. Review the draft budget with your CFA and other CMT members. Follow the instructions provided with your draft budget to make any necessary edits to the draft.

2. Submit the updated draft of your budget to the collegiate budget team for approval (unless instructed to seek RFS/RFHS approval beforehand).
3. There are two ways to present the budget to the chapter -in person or e-vote.
  - o In person – present the budget presentation slides at a chapter meeting.
  - o E-vote - send out presentation slides to members and schedule a zoom (or other on- line meeting) where members can ask questions.
  - o In both methods - Members have at least 7 days prior to vote on the budget. If you receive approval prior to the 7 days (whatever is the required number of votes per your BLSRs) – you are done. The 7 day rule can be waived by RFS/RFHS/DF/DCB in certain emergent situations where time is of the essence.
4. After receiving approval on your chapter budget, the Collegiate Budgeting team will provide presentation slides for you to present the budget to your chapter.
5. Chapter vote must be recorded in Anchorbase under chapter management/Finance/Tasks within 24 hours of approval.
6. Notify the Collegiate Budgeting team when your budget has been approved within 24 hours of approval.

**May/June:**

1. Submit any remaining changes to your member survey on Anchorbase and also notify the collegiate budgeting team. Information on the member survey will be used to assign charges on Re:Members.
2. Collegiate budgeting will load the approved budget into Re:Members, assign fees, and generate invoices.
  - August billing chapters will be invoiced between July 1-10.
  - September billing chapters will be invoiced between Aug 1-10.

**IMPORTANT: CHAPTER BUDGETS NOT APPROVED BY JUNE 30 WILL BE ASSUMED COMPLETE WITH THE LAST DRAFT BUDGET RECEIVED BY THE COLLEGIATE BUDGETING TEAM. ALL CHARGES WILL BE ASSIGNED ON RE:MEMBERS ACCORDING TO THIS BUDGET ON JULY 1 (AUG 1 for September billing chapters).**

## Officer Budget Responsibilities

<b>President</b>	<ul style="list-style-type: none"><li>• 628-Transition/committees</li></ul>
<b>Programming</b>	<ul style="list-style-type: none"><li>• 720 Founders Day</li><li>• 805 Sisterhoods</li><li>• 805A chapter Retreats</li><li>• 805B Senior Programming</li><li>• 805C DEI Programming</li><li>• 805D T-shirts</li><li>• 805E Miscellaneous expenses budgeted by collegiate budgeting</li></ul>
<b>Social Standards</b>	<ul style="list-style-type: none"><li>• 665 Guerst and Officer Visit</li><li>• 711 Gifts and Awards</li><li>• 715-715G Line items for chapter social events (includes Family events)</li></ul>
<b>Member Education</b>	<ul style="list-style-type: none"><li>• 701 New Member Supplies</li><li>• 705 New Member Activities</li><li>• 708 Scholarship Programming</li><li>• 735 Rituals and Initiation</li></ul>
<b>Membership</b>	<ul style="list-style-type: none"><li>• 691-Recruitment expenses – formal</li><li>• 691A-Recruitment expenses – informal</li></ul>
<b>Communications</b>	<ul style="list-style-type: none"><li>• 730-Composite</li><li>• 731-Chapter Archives</li><li>• 732-Public Relations</li><li>• 760-Correspondence</li></ul>

## Finance

- 662 Discounts (by policy DG no longer offers discounts)
- Petty Cash (by policy DG does not use petty cash)
- 675 Miscellaneous (by policy - these are funded during the budget process only)
- 679 Copying & Printing
- Postage & Office Supplies
- 683 Expenses from Prior Year
- 688 Travel & workshops
- 751 Bank Fees

## Foundation

- 741-Contributions
- 745-Chapter Fund Raiser

## Panhellenic

- 664-Panhellenic activities
- 695-Alumnae relations

## Budget Review (tracking chapter income and expenses)

The income on your approved budget is only what you will receive if every budgeted member pays their dues. The expenses estimated on your budget are only accurate if you have the matching income and do not overspend on your activities/events.

### Tracking Income:

- If membership numbers increase/decrease the chapter will have more/less income.
- Save a copy of your approved budget and add the name execution and the date to the end of it. Work with your CFA and RFS/RFHS/DCB and make sure everyone is using the same budget since the official budget in Re:Members can not be changed.
- Go into the member survey tab of your budget and make any necessary adjustments to member status by copying and pasting the words from others in the list (remember – the template is looking for the EXACT listing. You cannot use a lower case letter, etc. or it will not be captured in the remainder of the budget.)
  - If you have a member on Financial excused status - you will have to use either APS or Study Abroad to mimic the amount you are collecting. For levels 1 and 2 use the APS status and for 3 and 4 use the Study Abroad status.
- Once you have made these adjustments - go to the member count tab. If you are doing this late enough in the fall (after Nov. 30) and do not anticipate any more resignations, put the fall resignation number at zero. If you think you may have a few - adjust it to what you expect. Do not adjust the winter/spring resignation number unless you are already in this semester/quarter and have a good feeling about what to expect.
- The last piece you need to incorporate is members who are not paying on time - so go to reports on the Re:Members dashboard and pull your Past Due Receivables report for active members. If you scroll to the right and look at the bottom you will see the total amount that is past due from your members. Take this amount and go to the expense tab on your budget and just enter it in as a miscellaneous expense.
- Now - you are ready to see how much income you have collected to-date (or can expect to collect for the remainder of the year). You will also see where you are - before assessing expenses - with regard to your annual surplus. If you see a negative number in front of your annual surplus you know that you need to reduce expenses by at least that amount to end the year at zero or better. We do not expect you to end the year with your surplus intact. It is there to provide a cushion for your chapter.

### Tracking Expenses:

- Go to your expense tab in the budget template and then open Re:Members.
- Go to the budgeting tab in Re:Members and click on the profit/loss report and open up.
- Now, you can compare your actual expenses to your budgeted expenses.

- As an example, you budgeted \$5,000 for recruitment (691) and you spent 5,345. Replace the amount showing in your budget template with this new number. Do this for all of the expenses that have already occurred.
- Then, you can open the income tab and it will show you where you are in terms of your annual surplus. If you are still negative, you will have to review your remaining expenses and determine where you can reduce costs.
- Remember, your target is showing on the income tab in the amount of annual surplus.
- Note- for some activities like recruitment, the chapter spends most of the budget at the time of recruitment, but then spends money in the spring to pre-pay for certain items like t-shirts and venues. So, make sure you look at a previous expense report on Re:Members for this budget to make sure you are estimating your requirement to include these later purchases.

# Managing Expenses

## Paying bills

Bill payment policies and recommendations

- All checks over \$500 require 2 signatures.
- Consider online bill pay service through your bank for recurring bills such as any fees to the University.
- Require a [Collegiate Disbursement Request Form](#) and itemized receipts for all reimbursements.
- Never pay an invoice if you don't know what it is for. Watch out for email or other scams.
- Never pay an invoice for an above-budget item that you did not pre-approve.
- Regularly review recurring charges or payments to confirm they are still valid.
- All bills pertaining to Housing will be handled by the Office of Housing.
- If a vendor is paid \$600 or more during the year, a signed W-9 must be obtained, **except for**:
  - Anything that is a straight purchase of goods (e.g., groceries, office supplies, etc.)
  - Reimbursements
  - Any payment to the university
  - A chapter purchase card is used.

# Financial Reporting

## How to reconcile the chapter's bank statement

Note: the chapter's bank statement should be reconciled each month prior to submitting the monthly financial report through Re:Members. This is the time to catch entries you may have forgotten to make on Re:Members for checks, deposits, interest expense and bank charges.

1. Find the end date of the statement period on the bank statement (generally the last day of the month). Find the end balance listed on the statement of the account. Determine what the balance was in the checkbook on that end date.
2. In the checkbook, check off all checks listed on the bank statement as cleared; that means the bank has withdrawn the amount of the check from the chapter account.
3. Also in the checkbook, check off all deposits and fund transfers listed on the bank statement as cleared; that means the money has been added to your account.
4. Look on the back of the statement for the reconciliation form. There are two sections on the form: one for the bank statement and one for the checkbook. Using the form on the back of the bank statement, in the bank statement section, list all checks that were written before the closing date on the statement and that have not cleared the bank and then subtract them from the bank balance on the statement.
5. Again, on the back of the statement, list all deposits and fund transfers made before the closing date and not on the statement, and add to the bank balance on the statement.
6. Do the math and record the balance.
7. On the checkbook section of the statement, subtract any bank charges, e-checks, or automatic withdrawals from the checkbook balance. In the chapter's checkbook, enter any bank charges, e-checks or automatic withdraw and subtract them from the total in the checkbook. Enter any interest payments and add that amount to the total in the checkbook. Do the same on the reconciliation form.
8. Do the math and record the balance.
9. On the reconciliation form, the checkbook and bank balance should equal the amount in the checkbook and will now equal the ending balance total on the bank statement!

## How to complete & submit the chapter's financial report through Re:Members

**Re:Members reports must be submitted on or before the 10<sup>th</sup> of each month throughout the year.**

### **A complete financial report consists of:**

1. Re:Members report
  - Ensure that all checks, deposits and ACH transactions from EO that are listed in Anchorbase have been input and coded to the correct account.
    - Anchorbase: Chapter Management > Finance > Tasks > Fraternity Billing History
    - Re:Members: Banking > Checks and Deposits (Make sure it's the current year starting on July 1, 202X)
  - When posting expenses for vendors - remove the vendors name under description and instead list "what" the expense is for. Example - food for semi-formal.
  - If you do not know where to post an expense - open the chart of accounts tab in your budget template for a description of what is included under each line item.
  - Submit the report on Re:Members, confirming the month of the report is correct.
  - Once submitted, the report is locked, and you will be unable to adjust entries in that month's report. Your CFC can help if later adjustments are needed.
  - Note: a report submitted without complete entries of checks or deposits is considered incomplete and will appear on the DRS. You will need to add the correct information and resubmit the report.
2. Bank statement.
  - Upload your bank statements in Anchorbase using the Chapter Bank statement task. Remember: The bank statement submitted THIS month is actually the statement for LAST month. (ie: By August 10 the July bank statement is submitted)
  - If the chapter bank statement is not generated by the bank by the 10th of the month, ask your bank for a change in the statement cycle.
  - Note: a report submitted without a bank statement is considered incomplete and will appear on the DRS

## How to read the Reconciled Monthly Financial Report

The Monthly Financial Report and the Reconciled Report are available for review in Anchorbase upon receipt of the automatically generated email from Anchorbase.

Note: a monthly report cannot be created until collegiate finance has the chapter's bank statement(s) even if the Re:Members report has been submitted.

**Cover Sheet** provides an “at a glance” view of the chapter’s fiscal health. Graphs are used as a quick way to see how things are going.

**Chapter Summary** shows how billed funds are coming into the chapter account as it relates to when funds are spent/budgeted. Total income over time allows an overview of when the chapter realizes most of its income. This will look different depending on which payment schedule members have chosen. If a majority choose monthly, the graphs will be fairly even. Semester/term and annual payment plans will have much sharper spikes indicating revenues being realized in larger but more spaced-out chunks.

The **Top Expenses** pie chart provides a quick view of the chapter’s top five expense accounts.

**Current/Past Due Receivables** chart shows what debt is owed by members and if it is “secured” (the member has signed the Dues and Fees contract) or “unsecured” (there is no signed Dues and Fees contract which means the chapter would have no recourse if the member chose not to pay).

**Fiscal Year Totals** provides an overview of chapter health.

Records current surplus/deficit. In other words, it tells if the chapter/officers are staying within budget!

**Surplus** means the chapter is collecting more than is being spent.

**Deficit** means the chapter is spending more than is being collected. When a chapter is at a deficit, it isn’t necessarily because they are overspending; it may be due to not collecting the money owed by members or because the chapter was too aggressive in estimating how many new members would be pledged or how few women would leave (resign, transfer, graduate, etc.). Ending the year with a deficit may cause the chapter to be placed on a status, so this is something to watch carefully and control expenditures.

Shows the chapter’s Accumulated Surplus (AS), the surplus which is held for a “rainy day.” If the Fraternity Treasurer has given her OK, and the chapter has voted (with the vote recorded in the minutes) to use some of these funds, the disbursement shows here.

Details the balances in all accounts – both checking/savings accounts. Make sure this agrees with the figures found in the chapter’s monthly reconciling of accounts.

Lists the balance in your revolving accounts: 332-Anchor Splash, 360G-Reimbursables, Returned Checks (NSF) and Bank Transfers. Balances here that are positive/negative should be reviewed. These accounts must be at \$0.00 as of June 30<sup>th</sup> each year.

**Notes/NSF Page.** Comments/explanations/notes from GB/CF reps may be here as well as NSF notes.

**Balance Sheet.** The balance sheet shows the financial health of the chapter at a specific time.

- Assets – funds in the checking, saving or money market accounts.
- Liabilities – funds which are owed to others.
- Capital – funds from past years and net income from the present year.

**Income and Expense vs. Budget.** This report breaks down each account, both income and expense. It shows all activities: money deposited or spent within the month, total spent or deposited so far, this fiscal year, and provides a comparison between the actual figure and what is budgeted in that account.

The column on the far right tells whether the chapter is over or under budget in that account for the year. The row of numbers at the end of the income or expense section gives a total of all those accounts to date.

These figures are reconciled, meaning they are verified with your bank account, version of the Profit/Loss vs. Actual report found on Re:Members.

Any expense account which is over budget will show in red and likely raise questions from your ATC, CFA and RFS/DCB. To make this report accurate, it is vital that checks/deposits are coded correctly. Use the Chart of Accounts found in the Appendix.

**Exceptions Report.** Shows all adjustments made to members' Re:Members accounts.

**Surplus and Deficits.** It is important that the chapter maintains a surplus through the year.

If the report shows a deficit, there are some important things you must do.

- All outstanding receivables (non-sufficient funds, account 360G-Reimbursables, past dues receivables, etc.) must be collected immediately.
- Spending is limited to fixed expenses (rent, phone, utilities, etc.). Do not purchase items that have not been budgeted and restrict spending for social activities.
- Contact your RFS/DCB for further assistance and suggestions.

If a chapter operates with a deficit for three consecutive months, this is a serious concern, and immediate attention is required. If a chapter closes the fiscal year with a deficit, it not only reflects poorly upon the chapter, but it decreases the chapter's accumulated surplus. No chapter can afford to close the year with a deficit.

## Receivables

Receivables are all funds owed to the chapter by new members, members, alumnae members and non-members.

**Unsecured Receivables (URs).** The debt of new members/members who do not sign their Dues and Fees contracts is considered "unsecured." This report shows all unsigned Dues and Fees for the chapter along with the percentage they represent.

**Secured Receivables.** Secured means there is a legally binding contract that guarantees payment. This is achieved by signing the Dues and Fees contract, signing a promissory note (for those who have graduated or left the chapter), or by the debt being turned over to a collection agency.

## Accountability

Well-defined and enforced financial standing rules simplify the process for handling delinquent accounts. Members and new members receive copies of the chapter's BLSR electronically via Re:Members so that they will be knowledgeable of the rules. The standing rules state how members/new members who do not pay their bills will be handled.

## How to manage receivables

Every member and new member must sign a Dues and Fees contract annually within 10 days of receiving the notification from Re:Members. If a revised contract was issued, the member has 24 hours to sign before an APN is to be filed.

Remind members that they have signed contracts and reiterate the importance of this legal document and the ramifications of financial delinquency.

Monitor the reports on Re:Members that show when a member has signed her contract. If she does not sign an assigned contract within ten days, file an APN (SOR for new members). The goal is to have ALL returning member Dues and Fees contracts signed BEFORE school begins.

### Penalties/Fines

- A member/new member whose payment is returned after the invoice due date will be issued an APN/SOR and the payment will be considered late.

# Financial Delinquency Process

## Financial Delinquency Timeline – Day 1

Member's payment due date is the first day of the month. Funds must be processed and credited to her Re:Members account no later than the 10th of the month.

Extensions:

- Should be requested to Honor Board prior to the due date (first of the month), but must be requested before the 10th of month (grace period for payments).
- There are Two types of extensions:
  - Waiting for financial aid refunds
    - Must provide documentation and extended due date.
    - vp: finance may handle, as this extension is established in BLSR.
  - Other requests must be submitted to and approved by Honor Board and the RCS/CAC/NCC with new due date provided to vp: finance.
- vp: finance must:
  - Check accounts with extensions to make certain they are paid by the extended due dates.
  - If not, file APN on day after the extended due date

## Financial Delinquency Timeline – Day 11 After Due Date

Issue APNs/SORs for past due accounts.

- Review Past Dues Receivables and Payments Received reports on Re:Members.
- For members, file APNs on Re:Members's Honor Board APN & SOR status report. Note: Member has 3 days to appeal APN to RCS/CAC/NCC
- Submit Financial APN in Re:Members which will generate automatically in Anchorbase.
- For a new member who is past due, prepare the SOR in Re:Members and email it to vp: social standards.
- APNs must be removed in Re:Members by the RFS/RFHS/DCB when a member has paid. The vp:finance must contact the RFS/RFHS/DCB to request the removal. If the APN/SOR is not removed, you will not be able to track if the member fails to pay the next month because Re:Members will only issue one APN at a time. This does not remove it from Anchorbase or other systems.

## Terms of probation

When a member is on probation, they are considered to be in poor standing with the Fraternity and their chapter. Terms of probation must always include:

- Forfeiture of vote in chapter meetings with exception of voting during recruitment
- Forfeiture of elected or appointed office – For financial APNs, this occurs 30 days after the due date of the 1st of the month
- Loss of social privileges and may not attend social event with or without alcohol
- Must attend all anchored events
- Additional sanctions as listed in chapter bylaws and standing rules

## Financial Delinquency Timeline – Day 31

If any member has not paid by the 31st, file an SOR on the Honor Board APN & SOR status report. The vp: finance will also log into the member site ([deltagamma.org](http://deltagamma.org)) to submit the SOR. The vp: social standards will use the notification to create and email the formal hearing letter to the member.

## Financial Delinquency Timeline – Day 45

When a member has not made a payment in accordance with sanctions, send a 45 Day Letter via Anchorbase using these steps:

- Chapter Management>Finance>Tasks>45 Day Letter
- Continue
- Select the correct member and the #1 (Send 45 Day Letter) next to their name. Press Continue

This will send an auto-generated 45 Day letter to the member to notify them that they are past due. Copies of this letter will be sent to: vp: finance, vp: social standards, HBA, CFA and ATC.

When the 45 Day Letter has been resolved (paid, agreed on payment plan with Honor Board, resigned), go back to the 45 Day Letter page (same as above) and press the #2 (45 Day Letter Resolution) next to their name and submit. Information on the resolution will need to be included and submitted. This will then show the 45 Day Letter as resolved.

Note: Once a 45 Day Letter is sent to a member, another one cannot be sent until the first one is resolved. It is important to complete the step #2 for all 45 Day Letter entries.

Select **Send 45 Day Letter** to notify a chapter member of their financial delinquency of 45 days or more.

Select **45 Day Letter Resolution** to update the status of the member's account.

**ADD MEMBER TO LIST**Show All Members

First Name	Last Name	Member Type	1) Send 45 Day Letter 2) 45 Day Letter Resolution	
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Pamela	Beesly	NEW	<input checked="" type="radio"/> No Action	<input type="radio"/> 1 <input type="radio"/> 2
Kate	Dodge	COL	<input checked="" type="radio"/> No Action	<input type="radio"/> 1 <input type="radio"/> 2
Toby	Flenderson	COL	<input checked="" type="radio"/> No Action	<input type="radio"/> 1 <input type="radio"/> 2

## Financial Delinquency Timeline – Day 60 After Due Date

If the member continues to make no payments in accordance with sanctions or respond to Honor Board request for a hearing,

- The vp: finance advises Honor Board that the member has continued to not make payment after 60 days and remains in poor financial standing.
- The vp: finance files a Statement of Obligation Review in Re:Members and on the member site
- Honor Board must complete an allegation assessment once the SOR is received and will proceed with scheduling the formal hearing.
  - If the member makes a payment before the formal hearing, Honor Board should still meet with the member to discuss membership obligations related to finance and vp: finance should attend parts of the meeting according to the Honor Board Handbook.
  - Honor Board can still recommend expulsion after the formal hearing even if payment is made.
- If Honor Board recommends expulsion, the RCS/CAC/NCC will review the Compliance Packet.
  - If upheld, all documentation pertaining to the formal hearing will be forwarded by the RCS/CAC/NCC to the Director: Standards for their review.
  - If the recommendation for expulsion is approved by the Director: Standards, the Compliance Packet will be submitted to Council for final review and decision.
  - Council will review the request for expulsion and will notify the new member/member in writing of its decision
- Once expulsion is complete, the expelled new member/member has the choice of signing a promissory note or if she refuses, she is to be sent to collections for the amount she is delinquent.

- A chapter can recommend sending the former member straight to collections if they so choose.

## Communication with Honor Board

Update the vp: social standards monthly regarding any member who continues to be on probation for financial delinquency. Likewise, the vp: social standards should keep you apprised on the results of Honor Board hearings.

Meet with Honor Board at the first meeting following the 10th of the month and bring documentation of members in poor financial standing

- Report on the financial status of all members/new members with past due balances.
- Provide documentation from Re:Members.

The vp:finance may provide supporting documentation prior to hearings for finance-related matters.

If deemed necessary by vp: social standards, the vp: finance may attend formal hearings related to delinquent financial matters. vp: finance attends beginning of formal hearing to give a snapshot of the situation and answer clarifying questions before being excused during Honor Board's conversation with the member/new member and during deliberation. vp: finance may return to the formal hearing, if asked to do so by vp: social standards, in order to hear the recommended sanction(s) for full transparency.

Honor Board procedures address aspects of membership responsibility and accountability (as related to the Statement of Obligation).

- Expulsion process must be started through Honor Board.
- Members can be expelled if their debt is more than 60 days overdue.

## How to handle past due balances

Questions to ask:

1. Is the balance owed accurate?
  - If yes, see #2.
  - If no, adjust the account in Re:Members with either a MAA for current year charges or create a 'negative charge' invoice for prior year debt.
2. Are they a collegiate member?
  - If yes, refer to Honor Board
  - If no, see #3.
3. If an alumna/non-member, have they been offered a promissory note?
  - If yes, submit the request in Anchorbase> Chapter Management> Finance> Tasks> Promissory Note Request Form
  - If no, see #4.
4. Is the balance due over \$100 (after removing any fines and charges)?
  - If yes, initiate the collections process.
  - If no, submit a Bad Debt Write Off (BDWO)

## Collections

Collection accounts are free to submit and requested through Re:Members > Members > Send Members to Collections. Re:Members will notify the alumna/non-member of their past due balance. Active accounts will be pursued by the collection agency, Fairway Capital Recovery (referred to as Parson Bishop). The collection protocol must be followed to meet the requirements of this legal process.

[« Back to Members Dashboard](#)

### Members In Collections

Select date range and then the Search button to generate the report. To request for a member in this chapter, select the Send Member to Collections button in the upper-right corner. If you cannot see this button you do not have permission to Send Member to Collections.

From Date: 08/01/2023 To Date: 08/23/2023 Search Send Member to Collections Export

Status in Collections	Last Name	First Name	Member #	Member Status	Member Type
No records available.					

0 - 0 of 0 items 50 items per page

## Collections criteria:

- **Signed Dues & Fees contract** and/or signed Room Agreement for the years that have outstanding debt (For debts prior to July 1, 2024).
- Alumna/non-member status on Re:Members roster
- Minimum balance of \$100 (fees and fines removed)
- Valid phone number and valid mailing address
- Honor Board procedures must have been followed and approval from CFA or RFS/DCB granted.

## Collections process:

- Step 1: email the Past Due Account Notice letter (found in the DG Library).
  - After the 14-day deadline, if there is no response, move to Step 2.  
NOTE: This is the final opportunity to offer a promissory note before moving the account to collections.
- Step 2: Submit the account to collections via Re:Members. Below is a step-by-step guide including screenshots.

The screenshot displays the Re:Members dashboard for Delta Gamma - DEMO. The left sidebar contains navigation links: Invoice, Members (highlighted with a yellow box), Reporting, Banking, Agreements, Budgeting, Honor Board, and MAA. Below these is a user profile for Parker Bendert. The main content area shows a 'Create Member Groups' section with buttons for 'Go to roster', 'Edit roster', and 'Review roster', and a 'Get Started' button. Below this is a 'Total Member Groups' section with a donut chart and a table of member counts. A large yellow arrow points from the 'Members' link in the sidebar to the 'Send Members to Collections' button in the bottom right of the dashboard. The 'Send Members to Collections' button is also highlighted with a yellow box. The dashboard includes several summary cards: 'Total Members' (43), 'Pending charges' (\$0.00), 'Member Roster' (35 Members, 8 Alum/Non-members), 'Member Groups' (Add a group, View all groups), 'Member Notes' (GO), 'Member Summary' (GO), 'Member Status Change' (GO), 'MEMBER EMAIL' (GO), and 'Point Management' (GO).

Group Name	Total Members
Print 46 Group	7
MEMBER GROUP	6
Members Live In	6
Member Regre	6
Other	23

[Back to Members Dashboard](#)

## Members In Collections

Select date range and then the Search button to generate the report. To request for a member in this chapter, select the Send Member to Collections button in the upper-right corner. If you cannot see this button you do not have permission to Send Member to Collections.

From Date: 11/01/2024



To Date: 11/13/2024



Search

Send Member to Collections

Export

Status in Collections	Last Name	First Name	Member #	Member Status	Member Type
No records available.					
0 - 0 of 0 items					

[Back to Members In Collection Report](#)

## Send Member To Collections

Export

Last Name	First Name	Member #	Status	Member Type	Eligible Collections Amount	
Beckett	Amanda	902771	Inactive	Member	\$22,041.83	Send to Collections
Bilstein	Stephen	1885998	Inactive	Live Out	\$475.76	Send to Collections
Brandt	Ashley	2343259	Inactive	Member	\$7,008.75	Send to Collections
Byers	Joyce	2340601	Inactive	New Member	\$6,322.25	Send to Collections
Doe	Jane	2340604	Inactive	New Member	\$1,260.25	Send to Collections
Hawley	Kim	2497455	Inactive	New Member	\$6,100.25	Send to Collections
Hinkle	Kasha	2497453	Inactive	New Member	\$1,250.25	Send to Collections
Simmons	Andrea	654869	Inactive	Graduated/Alumni	\$3,507.49	Send to Collections

X

### New Collection Form

Ashley Brandt | 2343259

Fill out the home and school address fields for the member being sent to collections:

**Member Name**  
Ashley Brandt

**Chapter Name**  
DEMO - Delta Gamma I

**Member Type**  
Member

**30+ Days Past Due**  
\$7,008.75

**Email**  
abrandt@greekbill.com

**Date of Birth**  
01/01/1999

**Phone Number** [modify](#)  
321-321-3211

**Last Payment Date**  
09/29/2020

**Address**

**Home Address**

**Home Address 1 \***  
23210 Crenshaw Blvd., Ste. 102

**Home Address 2**  
Enter Home address...

**City \***  
Torrance

**State \***  
California

**Zip Code \***  
90505

**Notes**  
Add a comment or note to this submission...

[Exit](#)

**Check boxes for amount**

	Due Date	Description	Amount
<input checked="" type="checkbox"/>	10/01/2019		\$178.00
<input checked="" type="checkbox"/>	10/01/2019	310H - Board	\$81.00
<input checked="" type="checkbox"/>	10/01/2019	320 - Chapter Dues	\$78.00
<input type="checkbox"/>	10/01/2019	370 - Miscellaneous	\$273.00
<input checked="" type="checkbox"/>	10/01/2019	375A - GreekBill Fee	\$28.00
<input checked="" type="checkbox"/>	11/01/2019	260 - Chapter Dues	\$90.00
<b>Total amount owed:</b>			<b>\$455.00</b>
<b>Collections Fee (Non-refundable):</b>			<b>\$136.50</b>
<b>Total Sent To Collections:</b>			<b>\$591.50</b>

**Signed Contracts & Payment Plan Documents**

☐ Delta Gamma 2019-2020 New DG Demo Dues and Fees

☐ Delta Gamma 2020-2021 Dues & Fees - USE THIS DEMO

If there are signed contracts:

[Upload](#)

Files Provided

Alum/Non-Member will be submitted for Collections Review for the total amount of \$591.50

[Click 'submit' to complete the process](#)

[Submit](#)

*Estimated timeline after a collection request is submitted:*

- Warning Call Stage
  - Day 1 – Warning Call #1
  - Day 14 – Warning Call #2
- Collection Stage
  - Day 21 - Phase I
  - Day 66 - Phase II
  - Day 126-156 - Phase III

### Collections general information:

- Re:Members Client Accounting Department will add a 30% Non-Refundable Collections Fee onto the member's account.
- No new charges or other debt is eligible to be added to the member's account by chapter once the collections process begins.

- The chapter will be assessed the Re:Members member fee for the semester in which the member is sent to collections but not subsequent semesters.
- Members in collections should not submit payments to Re:Members. All payments should go directly to Parson Bishop.
- The collections process does not guarantee a debt will be paid. Pending on which phase they move into, there will be a credit marking on their credit report.
- Depending on the stage at which phase the member pays in full, the chapter will receive a portion of the debt owed after collection services are rendered. Many variables determine the percentage collected, such as which phase the payment is collected in and the amount of work completed to collect debt by Parson Bishop. Per Parson Bishop, the fee is 18% if collected in the first 45 days (but if date of service is over one year, it would be 35%). Phase 2 lasts until 135 days, and the fee is 35%. After 135 days and including credit reporting and legal, the fee is 50% and will last until the statute of limitations expires (which is different per state). If the date of service is over one year, Parson Bishop's fee could be 50% in the case of a settlement.
- Re:Members's fee is 10% of the net after Parson Bishop's fee is assessed.
- Additional information can be found in the 'Re:Members Collection Services' document in the DG library.

## Bad debt write-off (BDWO)

### BDWO criteria:

- Only alumna/non-member accounts are eligible.
- Their debt is considered uncollectible.
- Generally, it is for debt that is from a prior year.
- Active promissory notes should NOT be submitted to BDWO.

### BDWO process:

- Request approval from your CFA or RFS/DCB.
- Complete this task in Re:Members> Reporting> Submit Bad Debt Write-off> scroll right, click 'submit'.
- BDWOs are reviewed and processed by collegiate finance.

## Important Re:Members reports

Review these Re:Members reports monthly. Discuss problem situations with your CMT or Honor Board, as well as your CFA and RFS/DCB.

- **Member Summary.** This report includes the status of each member's account, billing and payment history and payment plan. Make certain the member list aligns with the chapter roster on Anchorbase. Switch the filter to see alumnae/non-members. Your goal is to have the

remaining balances paid, credit balances refunded, and the accounts taken off-system.

- **Unsecured Receivables.** This report shows which members/new members have not signed their Dues and Fees contracts. This debt is considered "unsecured" because we don't have any way of collecting the money she owes. **Our goal is to have zero members on this report.** Members have 10 days to sign these contracts; if they are past that time limit, an APN or SOR (New Members) must be submitted.
- **Past Due Receivables.** This report shows members who are late on their payments. The columns provide information about how long various amounts are past due and what action should be taken. This can be sorted by members or non-members. These receivables should be addressed as soon as possible and shared monthly with Honor Board.
- **Profit/Loss vs. Budget.** Download and prepare a higher-level version of this report to share with JCMT and the chapter monthly. Make sure to tailor your reporting to your audience so that your report to JCMT includes information about the budgets they oversee while the chapter report is more general and discusses how well the chapter is tracking versus your budget in income and expenses.
- **Account Detail.** This report is particularly helpful in looking at the details of each of your accounts, particularly your revolving accounts (332-Anchor Games and 360G-Reimbursables).

## How to manage revolving accounts

Revolving accounts are accounts where both income and expenses may be entered.

### Account 332-Anchor Games and all Foundation Fundraisers

Set up a system to account for all donations and expenses on a spreadsheet. List each check received and cash deposit separately and compute the event total. Complete the Foundation Fundraising Finance Report form available on Anchorbase with the vp: Foundation or director of Anchor Games within two weeks after the fundraising event was held.

#### Memberplanet contributions

- If a chapter is collecting money online it is required to use Delta Gamma's only approved online vendor, memberplanet. They can create payment forms and donation sites through memberplanet.
- Proceeds are transferred directly to the Foundation weekly when attached to the Foundation bank account in memberplanet.
- Memberplanet also provides individual accounts for members, who can post links on social media to encourage donations from friends and family.

#### Venmo Integration for Foundation Fundraisers

- Venmo is ONLY available for Foundation fundraisers that benefit the Delta Gamma Foundation. This option is available only through a

memberplanet donation site or payment form that is directly connected to the Foundation.

- Donation Sites: After the Foundation fundraiser has been set up in memberplanet correctly, Venmo will automatically be available as a payment option on donation sites attached to the Foundation within 30 minutes of the form being published. To ensure Venmo will be a payment option, select Delta Gamma Foundation as the group you are raising funds for.
- Payment Forms: You will need to contact [FoundationFinance@deltagamma.org](mailto:FoundationFinance@deltagamma.org) during the first step to initially set up the form. They will create a blank form attached to the Foundation bank account that you can edit. Venmo will be attached to the payment form.
- Venmo is NOT an option for other financial transactions with the chapter and may only be used and set-up as outlined above.

#### Check contributions.

- Have all tax-deductible donations made out to the Delta Gamma Foundation. Do not deposit into the chapter checking account, as this will void their tax-deductible status.
- Send all check donations directly to the Foundation at Executive Offices, along with the Foundation Fundraising Finance Report form. It is important to send the checks within two weeks after a fundraising event and not hold onto them for long periods of time.
  - Checks older than 90 days will not be accepted by the Foundation; they will need to be rewritten and resubmitted.
- Keep photocopies/pictures for record-keeping purposes.
- The Foundation does not accept checks dated more than 90 days from the day they are received.

#### Cash contributions.

- Keep the amount of cash to a minimum and secure it in a locked cabinet until counted. The vp: foundation, director of Anchor Games, vp: finance and an adviser should count the cash collected, preferably on the same day as the event.
- Record the amount of cash on the spreadsheet.
- Prepare the deposit slip and take it to the bank immediately for deposit (next business day).
- Post deposit to your 332-Anchor Splash/Games/Other Fundraisers account with an appropriate memo included (e.g., cash from Anchor Games event MMDDYY).

## Expenses

- Pay all fundraising expenses related to the event; code checks and purchase card charges to 332- Anchor Games. Save expense receipts even when using a purchase card and upload into GB.
- Chapters cannot require their members to pay for their fundraisers - require ticket sales, require members to sell merchandise, pay minimums for events, etc.
- Record all entries on the spreadsheet and on Re:Members.
- Chapters may use chapter dues and fees to purchase T-shirts (coded to 805D). But other costs of the fundraiser should be coded in 332 and offset with funds raised.
- The Foundation no longer reimburses chapters for merchandise expenses, including but not limited to, T-shirts, hats, and tank tops. This does not mean chapters can no longer sell merchandise for fundraising events. However, the costs will not be eligible for reimbursement by the Foundation if the chapter has a negative balance in its 332 account.

## Foundation Fundraising Finance Report Form (FFRF)

- Together with the vp: Foundation or director of Anchor Games, complete the Foundation Fundraising Finance Report form in Anchorbase.
- Chapters may direct up to 50% of their net fundraising profits to a local 501(c)(3) that supports our Service for Sight mission. Contact your RFNC or the Senior Chapter Fundraising Finance Specialist at [FoundationFinance@deltagamma.org](mailto:FoundationFinance@deltagamma.org) with any questions.
- Collect all fundraising checks and send them to the Foundation offices at EO. Make a photocopy of each check (for your records and thank you notes) before sending them to Executive Offices. Do not send cash. Deposit cash gifts into your chapter account and send a chapter check payable to the Delta Gamma Foundation for the cash donations to the Foundation.
- Complete the Fundraising Finance Report Form task with the Director of Anchor Splash/Fundraising via Anchorbase within two weeks after the event. Send a hard copy of the completed form with proceeds **(no cash)** to the Foundation offices at EO. If there are no checks to be mailed in, please email [FoundationFinance@deltagamma.org](mailto:FoundationFinance@deltagamma.org), along with any receipts for reimbursement, to let Executive Offices know that your Fundraising Finance Report Form is complete.

The Foundation will reimburse the chapter for any expenses that exceed the deposits made to your 332-Anchor Games account, if the total proceeds (including checks sent directly to the Foundation) exceed the expenses.

- Positive balance in 332-Anchor Splash/Games/Other Fundraisers? Send a check to the Foundation.

- Negative balance in 332-Anchor Splash/Games/Other Fundraisers? Send receipts to the [FoundationFinance@deltagamma.org](mailto:FoundationFinance@deltagamma.org) for reimbursement. Receipts can also be uploaded through Re:Members.
  - Note: a receipt is needed for all fundraising-related expenses, even if the purchase was made with a chapter purchase card.
- The 332-Anchor Splash/Games/Other Fundraisers Account must zero out at the end of the fiscal year!
- If you have any questions, please contact your RFNC or the Senior Chapter Fundraising Finance Specialist at [FoundationFinance@deltagamma.org](mailto:FoundationFinance@deltagamma.org).

### **Account 360G-Reimbursables.**

This account should always have a zero or positive balance and is not intended to reimburse individual or officer expenses. for more detail see page 30/31 (Delta Gamma budget policies and expectations - Item 6)

### **How to manage 360G-Reimbursables:**

The use of this account is VERY limited. This account may NOT be used as a “bank” for members to pay into, use as a debit account and then get reimbursement from at the end of the year.

This account may NOT be used as a method of payment for a 3rd party “trunk show” or other cost that is charged to the member, such as buying merchandise from other campus organizations or online stores.

If the chapter wishes to offer an optional t-shirt or party favor to members - you MUST identify a third party vendor who is willing to set up a “buy” and allow members to pay them directly for the items. The vendor will then ship the items to the chapter where you need to ensure they are distributed ONLY to those members who purchased them.

In the rare event you use 360G, consider the timing of Re:Members invoices when trying to collect the money from members before paying the vendor. Typically, charges must be in before the 15th of the prior month in order to have received the money on the 10th of the given month. When the bill is paid, code the expense to 360G-Reimbursables. NOTE: Invoices will show as “Pending” on an account before the invoice is applied on the invoice date designated by Re:Members.

Members can pay those invoices at any time – it will not be applied to the “auto pay” amount.

Alternatives to using 360G-Reimbursables.

- Remember - It is policy that all t-shirts that a member is expected to purchase be built into the chapter budget. They cannot be separately invoiced. Recruitment-shirts should be budgeted and expensed in 691, new member t-shirts in 701, and all other t-shirts should be budgeted in 805D.
- Order Optional T-shirts and party favors from vendors (such as Hannah’s Closet) that will allow members to purchase and pay for items

individually. Since Hannah's Closet is the official Delta Gamma boutique, chapters are encouraged to use Hannah's Closet at least once per year.

## Returned Payments

A member/new member whose payment is returned after the invoice due date will be issued an APN/SOR as the payment will be considered late.

Re:Members notifies every member who has a credit/debit card or e-check payment returned. The member is responsible for the Re:Members penalty of \$25 and any bank fees charged to the chapter.

Members can avoid returned payments by linking their bank accounts to their Re:Members account.

# Financial Good Standing

## Good standing for collegiate chapters

For a collegiate chapter to be in financial good standing and to be seated at Convention, it must meet the following requirements:

- The Chapter is in good standing with the Fraternity.
- All monthly financial reports for the biennium have been filed. (Check DRS report)

## Financial Excellence Award

Each Convention year, a vp: finance from each region has the opportunity to receive the Financial Excellence Award and bring honor and recognition to her chapter (including those whose chapter is in poor standing).

Award criteria:

- Financial Reports are complete and consistently submitted by the 10<sup>th</sup> of the month.
- Delinquent receivables are less than 5% of the Re:Members member roster.
- Invoices to Executive Offices are paid in full and on time.
- The chapter is operating within its budget, and does not overspend the 10% annual surplus built into the budget, thus ending the year with a positive balance
- You maintain regular communication and provide prompt replies to questions from your collegiate finance and RFS/DCB.

Recipients of the Financial Excellence Award are recognized in their regional meeting at Convention, and the chapter receives a certificate of honor.

## Delinquent Report Spreadsheet (DRS)

The bi-weekly Delinquent Report Spreadsheet (DRS) lists current status, missing documents, past due invoices to Fraternity and missing W-9s.

- Updated and [available here](#) every 15<sup>th</sup> day and every last day of the month.
- Records are kept of the number of weeks a chapter is delinquent. This is one of the criteria used when measuring the chapter's fiscal health.

Yellow and Red Letters

- Red and yellow letters will be sent from the Director: Finance by CFC to vps: finance and chapters.
- The Yellow Warning is a result of the monthly financial report(s) and/or bank statement(s) being delinquent for more than 30 days.
- The Red Warning is a result of the monthly financial report(s) and/or bank statement(s) being delinquent more than 60 days.

- A red warning means that chapter purchase cards on Re:Members have been unloaded and the ability to make purchases has been forfeited until missing documents have been submitted.
- RFS/RFHS/DCB will put the red-letter chapters' purchase cards to \$0 and notify CFC that this has been done.
- RFS/RFHSs/DCB will add money to the cards as they approve spending by the chapters during the time period where reports or statements have not been provided.
- CFC will continue to monitor the activity and alert the RFS/RFHS if anything is used.
- To remove the Yellow or Red Warning Status:
  - The chapter bank statement must be uploaded to Anchorbase > Chapter Management > Finance > Tasks > Chapter Bank Statements
  - The Re:Members report must be fully submitted: Re:Members > Reporting > Financial Report 'Run' > Submit Report 'Choose Month' > Click Submit.

# End-of-Fiscal Year Procedures (June 30<sup>th</sup>)

## Current year surplus

If your April report shows a current year surplus, and most chapter bills have been paid for the year, including summer expenses (such as utilities and recruitment expenses), the chapter may choose to spend a portion of this surplus. Your CFA/ATC, as well as your CMT can help guide this decision. You will need to get chapter and RFS/RFHS/DCB approval prior to spending. Current year surplus funds may be used items such as:

- Gifts to Foundation, Fraternity, or House Corporation/LLC/FMC
- Other special purchases
- Surplus money may also be gifted to the Fraternity for programming usages or to the Foundation for endowed scholarships/fellowships directed for members of the chapter.

Check with your RFS/RFHS/DCB to make certain the chapter has sufficient required accumulated surplus prior to deciding whether to spend the current year surplus.

- Present your proposed expenditure to the chapter for a vote and make certain the vote is recorded in the minutes. This vote may be done electronically if members have already left campus at the end of spring term.
- Purchases must be approved by the ATC, chapter vote and the RFS/RFHS/DCB
- The check(s) must be written and recorded in Re:Members prior to the end of the fiscal year, June 30
- If the current year surplus is not spent prior to the end of the fiscal year, the current year surplus funds become part of the chapter's accumulated surplus and cannot be used without the permission of the Fraternity Treasurer.

Note: While chapters aren't required to end the fiscal year with a 5% surplus to be in good standing, it is a best practice to keep sufficient surplus to make certain they can cover late bills and invoices. Should the chapter end the fiscal year in a deficit, it will be placed on report to finance. Check your Profit/Loss vs Budget report on Re:Members to view your current year surplus or deficit.

## Accumulated Surplus (AS)

### **What is the Accumulated Surplus, and how much are we required to maintain?**

Each year on July 1st, any surplus from the prior year's budget automatically rolls over to the chapter's Accumulated Surplus (AS). All chapters must maintain a required reserve in their AS funds. The required reserve for ALL chapters is 25% of the amount budgeted for the current Fiscal Year or the amount spent between July 1st and September 30th (whichever is higher). For Delta Gamma Housed chapters and University Housed chapters (where the

University will charge the chapter for unfilled beds) there is an additional required reserve of 10% of the total annual cost of a standard room. As an example, if a housed chapter holds 50 beds and the annual cost of a Room Agreement is \$10,000 - the required additional reserve is \$50,000. If a University Housed chapter has 20 beds and the University will charge the chapter \$10,000 for each unfilled bed, the additional required reserve is \$20,000. These amounts will be recalculated by Collegiate Finance each year and are intended to provide the chapter with a sufficient cushion to cover unexpected expenses.

### **If a chapter has EXCESS Accumulated Surplus, how can it be used?**

Because these AS funds accumulated over time from the dues of multiple classes of members, amounts in excess of the required reserve may be used only for very specific purposes. These purposes include a chapter anniversary celebration; a significant house corporation project; updating, replacing or adding to ritual equipment; or gifts to the Fraternity or Foundation. Excess AS funds may not be used to pay current chapter expenses except in extreme circumstances where the financial viability of the chapter is a concern, and it is requested by the RFS/RFHS and Director: Collegiate Budgeting.

### **What does a chapter have to do to spend some of its excess Accumulated Surplus?**

To spend these funds, a specific proposal (including the amount and purpose) must be presented to the chapter for a vote. The vote can be conducted in a chapter meeting or electronically with a quorum established and the appropriate number of votes in favor. Documentation of the vote (chapter minutes or electronic voting report) for each item to be spent must be provided.

Chapters are advised in a letter from the Fraternity Treasurer which is posted on Anchorbase if they have excess accumulated surplus and how it might be spent. Ask your RFS, the Director: Finance, the Director: Collegiate Budgeting or the Fraternity Treasurer about the amount your chapter may have in excess Accumulated Surplus, if unsure.

Application for use of Accumulated Surplus is available on Anchorbase: Chapter Management > Finance > Tasks > Accumulated Surplus Request form. All instructions are included or if you have further questions, contact your RFS/RFHS/DCB.

## **Before the end of the fiscal year – June 30**

Pay all vendor invoices.

- Any bill not paid by June 30 will be charged against next year's budget.
- Be prepared for recruitment expenses.

Review account balances.

- Funds collected in the current year for expenses must be spent in the current fiscal year; otherwise, those funds will roll to accumulated surplus.

- All profits from Anchor Games must be distributed prior to the end of the fiscal year. All the checks must be written by June 30 from the 332-Anchor Games account to bring it to \$0.00.
- After the fiscal year ends on June 30<sup>th</sup>, all current year surplus amounts will automatically “roll over” into accumulated surplus.

Review remaining chapter debt.

- Collect past due receivables owed by members or alumnae/non-members before June 30
- For alumnae/non-members who have not or will not pay what they owe, offer a promissory note/payment plan, send to collections, or submit for BDWO.

Submit fiscal year final Re:Members report.

- Submit June (end-of-year) Re:Members report in Re:Members.
- Submit the bank statement via Anchorbase Task: Chapter Bank Statement

Ensure Re:Members roster is updated.

- Work with vp: communications to ensure graduating seniors are submitted and the chapter Anchorbase roster is updated to reflect returning members.
- Watch for members who have resigned or are transferring.
- For all members who won't be returning in the fall, once they have been submitted as graduates to Anchorbase or their transfer/resignation paperwork has been submitted to EO, Re:Members will sync with Anchorbase to update their status to alumna/non-member.
- Members who won't be returning in the fall and have a \$0 balance will be moved off-system within 48 hours of the Anchorbase updates.

## Summer finance responsibilities

Determine in advance who will keep the checkbook.

- Arrange to have bank statement(s) and any anticipated invoices forwarded to the officer/adviser who is managing the checking account for the summer or give that person the access required to do online banking.
- Only the chapter president, CFA or ATC may sign checks in your absence.
- Plan for any checks that might require two signatures. No one should ever “pre-sign” a check (i.e., sign a blank check).

Bills must be collected regularly from mail delivered to the chapter, at the house or the P.O. box.

- Arrange to have invoices from local vendors/utility companies forwarded to your address.
- Chapters are responsible for paying utility invoices for the entire year.
- Recommend setting up autopay or electronic notification and payment.

Establish regular times to meet or talk with your CFA to confirm:

- Bills are being paid.
- Re:Members is up to date.
- Charges assigned; Dues and Fees contracts are signed.

**Monthly Re:Members reports and bank statements are due all 12 months of the year.**

## **After the start of the new fiscal year – July 1**

Charges will be generated for returning members by the Collegiate Budgeting team according to your chapter's budget.

1. Review member roster and ensure all members were invoiced correctly. (Verify that the status the member reported in the Member Survey is correct)
2. Notify Collegiate Budgeting team of all changes as they may not pull your members survey prior to invoicing
3. If updates are needed, submit an MAA to adjust a member's charges.
4. Remind members to log onto Re:Members and sign their Dues and Fees contract within 10 days.
5. File APNs on all members who do not sign their contracts within 10 days of notification.

# Finance Calendar

The CMT Planning Tool is an excellent resource for collegiate officers to use throughout the year and can be found in the library. Bookmark the link for quick access to use throughout your term as vp: finance.

## Transition guidelines.

See Appendix D for a detailed Vice President: Finance Transition Guide The transition process is a vital step toward the future fiscal wellness of the chapter. Please invite your CFA to help.

Finance Documents – Have the incoming vp: finance read the:

- Fraternity Constitution
- Collegiate Chapter Officers Manual (CCOM) sections pertaining to the office of vp: finance.
- Chapter Bylaws and Standing Rules (BLSR)
- Collegiate Finance Handbook

Delta Gamma resources

- Show the new vp: finance the finance areas on [www.deltagamma.org](http://www.deltagamma.org)
- Review the information available on Anchorbase.
- Introduce your Collegiate Finance Consultant (CFC)
- Complete the assigned learning modules in The Pursuit.

Re:Members:

- Introduce your Re:Members representative for your chapter and arrange for training.
- Review the information available on the [Delta Gamma/Re:Members Support Videos](#).
- Update chapter officer and Honor Board access on Re:Members by adding new officers and removing outgoing officers. This information is sent to your Re:Members rep. for update.

Introduce the new vp: finance to your finance advisers:

- Chapter Financial Adviser (CFA) – *This is your primary contact for questions.*
- Regional Finance Specialist (RFS/RFHS)/Director: Collegiate Budgeting (DCB) for new chapters.

Chapter bank accounts:

- Update the authorized signatures on the chapter's bank account(s). For security reasons, all authorized signers may need to go to the bank at the same time.
- Only the vp: finance, chapter president, ATC and CFA are authorized to sign checks due to bonding requirements.
- Ask for a copy of the signature card or form to keep for reference in chapter files.

- Give the new vp: finance the current electronic banking information – password and security questions. Remind her to change the password and security questions. Make the recovery email your RFS/RFHS/DCB generic email (RFS/RFHS [region]@deltagamma.org or CollegiateBudgeting@deltagamma.org)

Brief the new vp: finance on the current budget status and give her a copy of the current budget spreadsheet. Explain any modifications to spending that may be needed due to member resignations or new member additions. If there is any confusion about how much money the chapter can spend, please reach out to your CFA/RHS/RFHS/DCB with your questions.

Review current supply of checks and deposit slips.

Explain the responsibilities of being a member of CMT and the chapter's HC board. Review the process of meeting with Honor Board monthly (after the 10th of the month).

Review the status of members with unpaid debt. Offer suggestions and review collection procedures in detail.

Assist the new vp: finance with preparation and submission of her first monthly Re:Members financial report. Show her how to email the monthly bank statement and submit the Re:Members report to your CFC.

Let her know you understand the scope of this role and will be there to support her as she learns her responsibilities.

If your chapter uses a chapter-specific vp: finance email account, give her the current password. Remind her to reset the password and to verify the recovery email is your RFS/RFHS/DCB generic email (RFS/RFHS [region]@deltagamma.org or [CollegiateBudgeting@deltagamma.org](mailto:CollegiateBudgeting@deltagamma.org)).

She must also update her email preferences in [Anchorbase](#) to reflect the chapter-specific email address.

## Resources

All forms, handbooks, contracts, model BLSR and Fraternity financial policies are available in the Barbara Nussa Boersma Library at [www.deltagamma.org](http://www.deltagamma.org) or on Re:Members at [www.Re:Members.com](http://www.Re:Members.com). Check with your RFS/RFHS/DCB if you are unable to find them.

## Delta Gamma Executive Offices Information

Mailing Address: Delta Gamma Executive Offices  
3250 Riverside Drive  
Columbus, OH 43221-0397

Phone Numbers: 614-481-8169

Office Hours: Monday – Friday  
8:30 a.m. – 5:00 p.m. EST

# Appendix A

## Delta Gamma Acronyms

APN	Automatic Probation	EO	Executive Offices
APS	Notification	FHC	Fraternity Housing Corporation
	Academic Professional Status		
BLSR	Bylaws and Standing Rules	FMC	Fraternity Management Corporation
CAC	Council-Appointed Coordinator	HBA	Honor Board Adviser
CAS	Council-Appointed Specialist	HC	house corporation
CCOM	Collegiate Chapter Officers	JCMT	joint chapter management team
CDC	Manual	LLC	Limited Liability Corporation
	Collegiate Development Consultant		
CF	Collegiate Finance	NCC	New Chapter Coordinator
CFA	Chapter Financial Adviser	PDR	Past Due Receivables
CFC	Collegiate Finance Consultant	RCS	Regional Collegiate Specialist
CMT	Chapter Management Team	RD	Regional Director
CST	Collegiate Success Team		
DCB	Director: Collegiate Budgeting	RFS	Regional Finance Specialist
D&F	Dues and Fees	RHS	Regional Housing Specialist
DRS	Delinquent Report Spreadsheet	SOR	Statement of Obligation Review
		UR	Unsecured Receivables

## Chapter Financial Adviser (CFA) Do's and Don'ts

As CFA, you are a member of the chapter's advisory team. You advise the vp: finance, director of house management/director of chapter property and director of funds, if applicable. Please see the list below for ways you can support your advisees and coach them to success, as well as tasks to stay away from completing on behalf of your vp: finance and her directors.

### How You Can Support Your Advisees

- Stay in regular contact with your advisees, reach out if one does respond to you or other advisers, and communicate your availability to answer advisee questions.
- Offer to communicate with unhappy members, alumnae/non-members, parents or vendors regarding fiscal issues. Teach appropriate communication style to your advisees and support as they learn to balance responsibility, respect, and friendship.
- Check the DRS weekly and follow up with your vp: finance if there are issues listed for your chapter.
- Review PDR and Unsecured Receivables reports.

- Review APNs on the 12th of the month and SORs at the end of the month to ensure they are issued in a timely manner. Become familiar with notes on financial aid waivers and HB comments.
- Review bank reconciliation and check entries vp: finance has made in Re:Members before she submits the monthly finance report through Re:Members.
- Review the monthly finance report (uploaded to Anchorbase). Follow up with the vp: finance on budget expense accounts that are near or over their limit, income. accounts with questionable entries, uncleared checks, or other issues listed on the report.
- Attend training days, roundtables and webinars presented by Regional Teams and/or Executive Offices.

#### Do

- Be aware of Delta Gamma policy and procedures and the financial history of the chapter.
- Make sure you are an authorized signer on chapter bank accounts, as well as the chapter president, vp: finance and ATC. Remember that all checks over \$500 require two signatures.
- Review the chapter's master calendar. Be aware of finance deadlines and events requiring your presence.
- Help your advisees stay on top of deadlines. Vp: finance has many deadlines, some are date driven, others are based on duration. No month is identical and there are deadlines every month of the calendar year.
- Become knowledgeable with Re:Members.
- Maintain regular contact with your ATC and RFS/RFHS/DCB.
- Attend house corporation meetings as a non-voting member, if chapter is housed.
- Attend the officer transition meetings.
- Work with vp: finance and CMT on the budget development and approval in the spring.
- Review and approve the finance and housing sections of the chapter's BLSR every spring.

#### Don't

- Write the checks on behalf of the chapter unless there is a special circumstance, such as the vp: finance is off campus during a school break.
- Make any entries in Re:Members.
- Submit APNs or SORs for financial delinquency or unsigned contracts. Work with your advisee to find answers to her questions if she has difficulties.
- Assign contracts for members to sign on Re:Members.

## House Corporation

While House Corporation (HC) expenses are separately billed to individual members - it is important to remember that this still reflects part of the total cost of being a Delta Gamma and you, as the vp and a member of the HC Board, have a responsibility to the chapter to understand the costs of housing to the chapter. If the House corporation is proposing a significant increase in costs, you are responsible for understanding what is driving the costs and for socializing these with your chapter (especially if optional - like redecorating) to ensure that chapter members are willing to pay for the increased costs. You MUST find your voice when interacting with HC.

Council, in its sole discretion, will determine whether there shall be a house corporation for an existing or anticipated collegiate chapter. Its function is to "provide a suitable social environment for the chapter." This can mean anything from owning and furnishing a house to renting a storage unit near the campus. The house corporation is the employer for any staff and provides the liability insurance for the chapter, the property insurance, worker's compensation insurance and bond insurance for the HC board.

All members of the chapter and any transfer members who pay the house corporation fee are members of house corporation (the amount that initiated and affiliated members must pay are defined in the HC bylaws). The Board of Directors consists of up to eleven (11) Delta Gamma alumnae members, plus ex-officio members: chapter president, vp: finance, director of house management, and the advisory team chairman.

As of fiscal 2015-16, chapters without a house corporation board or only one representative AND that did not own real property, were offered the opportunity to join the Fraternity Management Corporation (FMC). These chapters work with staff at Executive Offices with respect to all things "house corporation" and do not meet the meeting requirements indicated below.

### Meeting requirements

The house corporation is required to have at least four (4) meetings a year, one of which is an annual meeting with members of the chapter in attendance. At the annual meeting, the board shares financial information with the chapter, revises bylaws as needed, and elects the board of directors.

### House Corporation Income

The house corporation's only source of funds is the chapter. A chapter whose facility is owned by the Fraternity Housing Corporation and is an LLC or is under the Fraternity Management Corporation (FMC) program is still billed according to the terms of the Annual Agreement. There are four different house corporation charges:

- **House corporation fee** is a one-time fee paid by new members. These funds are for major projects or reserves for future expansion.
- **Chapter obligation** – paid by all collegiate members/new members and covers the works of the corporation. It includes items such as mortgage payments, rent, insurance, taxes, accounting costs, furniture, decorating and depreciation.

- **Resident rent** – paid by chapters providing living accommodations to members. Delta Gamma policy mandates that the chapter house must be full at all times.
- **Payroll** – paid only by chapters with employees.

#### Damage to Common Areas

The chapter may collect an amount to be used in the event of damage to the common areas of the facility under account 675-Miscellaneous. Should damage occur, the chapter will be billed for repairs by the house corporation.

## House corporation budget and Annual Agreement

The house corporation/LLC/FMC budget is due either September 1<sup>st</sup> or October 1<sup>st</sup> depending on the start of the chapter's academic year.

House corporations are encouraged to be as timely as possible in the budget/approval processes as the collegiate chapter budget is dependent on receiving house corporation dollar amounts in a timely manner.

It is important that the two entities work together to assure that both remain financially sound. It is appropriate to share chapter budgets, bylaws and standing rules, and monthly financial reports with house corporation officers if the need arises.

### Committees

The house corporation may use committees to handle responsibilities such as decorating, employment or fundraising. There should always be collegiate representation on these committees.

### Employment

The house corporation president shall appoint as chairman of the Employment Committee, an elected director of the house corporation board. The committee shall consist of the chairman, the advisory team chairman and one collegiate member of the house corporation board appointed by the collegiate chapter president.

- The duties of the committee are to hire, train and hold a yearly performance review of the house director.
- The committee will share recommendations with the house corporation regarding any changes to payroll activity prior to the house corporation budget approval.
- Employee Management Service (EMS) may be hired to carry out these responsibilities.

## Office of Housing Budget

The Office of Housing (OOH) has taken on the responsibility of paying for all chapter utilities, food and kitchen (not a part of catering) and other housing expenses. As the vpfi, you should reach out to the OOH to ask if these costs are likely to increase next year or stay roughly the same. If utility costs are going up, and the chapter would have difficulty paying these increased costs, you may want to propose turning the house thermostats down in winter and up in summer to help reduce costs.

## Mailing Fraternity Housing Corporation

Mailing Address: 3220 Riverside Drive, Suite A-2  
Columbus, OH 43221-0397

Located at Delta Gamma Executive Offices, Fraternity Housing Corporation (FHC) is a fee for financial services program. It handles many financial tasks, including billing the chapter, monthly financial reports, filing tax returns and generating payroll, but does not replace the need for local house corporation officers.

When the house corporation does not own or rent housing for a chapter, it still does provide liability insurance for the chapter. Additionally, the house corporation is responsible to assist the chapter in different ways like purchasing computers and other equipment, providing storage units to store chapter files and ritual equipment, assisting with the cost of social events that in other situations might be held in the chapter house, etc.

## Fraternity Management Corporation

Mailing Address: 3220 Riverside Drive, Suite A-2  
Columbus, OH 43221-0397

Fraternity Management Corporation (FMC) provides for the needs of collegiate chapters without a house corporation board. Only chapters without a house corporation-owned facility are eligible to join. FMC works directly with a collegiate chapter (director of chapter property, CMT and advisers) in the development of a yearly wish list. All requests are reviewed by the FMC committee and prioritized for allocation.

## IRS Designation and Tax-Exempt Status

Collegiate chapters are considered part of the incorporated Delta Gamma Fraternity. Since they are subsidiaries of Delta Gamma Fraternity, they fall under the same tax code as the parent organization. The Fraternity, Foundation and Fraternity Housing Corporation all have non-profit IRS designations. The Fraternity and Fraternity Housing Corporation have a 501(c)(7) designation. At least 65% of the Fraternity's income must come from the membership to keep this designation.

All non-profits, however, are not tax-exempt. The Fraternity, Fraternity Housing Corporation, collegiate chapters and house corporations are not exempt from sales tax and must pay all required sales tax on room rentals, t-shirts, etc.

As a charitable organization, only the Delta Gamma Foundation has a 501(c)(3) designation. The Foundation is exempt from sales tax. Donations to the Foundation are tax deductible. (Any check received and deposited in a chapter financial account is not tax deductible.)

Collegiate finance has the chapter's EIN, Employer Identification Number. Contact them if this number is needed or for any other state or federal filing information. Collegiate finance is the entity which creates/submits federal forms 990/990T for collegiate chapters. As of this handbook, all chapters are required to sign a document each fiscal year confirming that complete and accurate financial information has been submitted as well as authorizing Delta Gamma Fraternity to complete and submit their federal taxes as part of a group tax return on the chapter's behalf.

# Appendix B: Detailed Chart of Accounts

## Income Accounts

- 260 Member/New Member Dues** – Amount voted upon by the chapter and paid by every member/new member as stated in the chapter bylaws and standing rules. Dues must be equal for all classes.
- 270A New Member Fee** – One-time charge paid by each new member. It is paid to Executive Offices from account 781A-New Member Fee to EO; also may include repledge fees. **This fee must be paid before a new member is initiated and is a non-refundable fee.** This amount can be found on the Fixed Expense Sheet sent by collegiate finance or from your RFS/DCB. **Per the Constitution, all members must pay a new member fee regardless of whether they initiate during their new member period.**
- 280B Initiation Fee** – A one-time charge to each new member who will become a Delta Gamma initiate. The amount is found on the Fixed Expense Sheet and is sent to Executive Offices after the Initiation Certification is forwarded to Executive Offices. The chapter will be invoiced for the number actually initiated on the Initiation Certification form. This bill is paid from account 795B-Initiation Fee to EO. expenses into this fee. **This fee must be paid by every new member prior to Initiation.**
- 330 Chapter Fundraising** – Includes income from **non-tax-deductible** fundraisers for the chapter. Special rules apply to an organization exempt under section 501(c)(7). Such an organization is designated a "social club." In general, the special rules are designed to impose a tax on income from nonmember sources. Very exact records must be kept if using this account. This income is not tax deductible for the donation. No more than 15% of outside income or non-member income can be generated in this account. **Note:** This is a non-budget account.
- 340 Fees/Fines/Assessments** – Should include all set chapter fee charges, such as recruitment fees, fines, and assessments, as well as fines for non-sufficient funds checks.
- 345 Panhellenic Dues** – Collected to cover the campus Panhellenic dues. Checks written for these fees should be coded with account 661-Panhellenic Dues.
- 345A NPC Dues** – Collected to cover the National Panhellenic Conference dues. Checks written for these fees should be coded with account 661A-NPC Dues.
- 350E Per Capita Dues** – Each member and newly initiated member must pay per capita dues as set yearly before May 1 by the Fraternity Council. The amount is found on the Fixed Expense sheet that is sent by collegiate finance each spring. **This fee must be collected from all new members by the chapter prior to initiation.** It is paid to Executive Offices from

account 785E-Per Capita Dues to EO for members or immediately following initiation for new members.

**365A Social Activities** – Funds collected to cover social events (those with and without alcohol) and special activities (parent weekends).

**370 Miscellaneous** – Income for the chapter that is too small to merit a separate account. This includes any contributions from other chapters, donations from alumnae, parents, etc.

**375A Re:Members Fee** – The yearly charge for the services of Re:Members. These fees will be debited from the chapter's checking account twice a year by Re:Members. Charges are calculated based on the **members** with active GB accounts, so keeping this information current is important – that way, the chapter will not be charged for members no longer in the chapter.

**376 Technology Fees** – Paid by all members for the maintenance of the Delta Gamma website and covers expenses for the recruitment program. Invoiced by the Fraternity in the fall for all but spring new members. Will be invoiced in the spring for spring new members.

**380 Copying, Washer/Dryer, Soda** – Any funds received from these machines. **Note:** This is a non-budget account.

**400 Interest, Income And Bank Credit** – Includes all interest earned from checking, savings and investments.

**412 Bank Transfers** – Used to code transfers of money from one bank account to another. Code the withdrawal from one account and the deposit into another with 412. This is a non-budget account and is used only by collegiate finance or with their guidance.

**415 Income from Prior Year** – Income received from the prior fiscal year. **Note:** This is a non-budget account.

**415A Receivables Prior Year Adjustment** – This is a non-budget account and is used only by collegiate finance OR with their guidance.

**415B Bad Debt Write Off** – This is a non-budget account and is used only by collegiate finance OR with their guidance.

**900 Bursar Chapter** – Used by chapters that operate with a university bursar. Check with RFS/DCB if there are questions.

### Expense Accounts

**628 Transition/Committee Expenses** – All expenses associated with officer elections, transition and the committee system.

**650 Taxes** – Used for local/state/federal tax payments.

**661 Panhellenic dues** – Used when paying campus Panhellenic dues for the chapter or members.

**661A NPC dues** – Used when paying National Panhellenic Conference Dues for chapter members.

- 662 Discounts** – Use this for discounts given to members who pay their bills by check, in advance, in accordance with the BLSR.
- 664 Panhellenic Activities** – Any activities related to Panhellenic or IFC events.
- 665 Guest or Officer Visit** – Expenses incurred during the visit of a Collegiate Development Consultant, Fraternity officer, etc.
- 670 Petty Cash** – This is for a small petty cash fund held by the vp: finance to cover chapter expenses only.
- 675 Miscellaneous** - This account should only be used for also carry the damage deposit money held for house corporations (if required – see the chapter’s Annual Agreement-note that this is NOT the norm for an AA) and small expenses that do not fit into one of the other accounts.
- 675A Re:Members charge** – The fee paid per member by term for the use of the Re:Members financial program.
- 679 Copying and Printing** – This is for chapter costs for printing and copying, not for newsletters, Anchor Games, or recruitment.
- 680 Postage and Office Supplies** – For postage and other supplies necessary for the chapter.
- 683 Expenses from Prior Year Adjustment** – This is a non-budget account and is used only by collegiate finance OR with their guidance.
- 688 Travel and Workshops** – Budget for Regional Training Day that chapter officers attend. Transportation is additional and budgeted here, as well. This is also for travel expenses related to workshops, Convention or other Delta Gamma seminars. Be realistic when calculating amounts in this category.
- 691 Recruitment Expenses** – All expenses for formal and informal recruitment including decorations, refreshments and costumes. This amount should not be above the amount set by the campus Panhellenic. .
- 695 Alumnae Relations** – Costs related to chapter newsletter, paper and printing, or other collumnae events. (For postage, use 680-Postage and Office Supplies.)
- 701 New Member Supplies** – Any supplies used/purchased for new members such as notebooks, handouts, bid day flowers or t-shirts, etc.
- 705 New Members Activities** – New members’ activities sponsored by the chapter, *not including initiation*, such as bid day food, venue, etc.
- 708 Scholarship** - Expenses for scholarship activities.
- 711 Chapter Gifts and Awards** – Any non-charitable gifts or awards purchased by the chapter.
- 715 A/B/C/D/E/F/G Social Activities** – Expenses for social activities overseen by the vp: social standards. For example: 715 = Fall mixers, 715A = Fall Semi-Formals 715B = Spring Mixers, 715C = Spring formal; 715D = Parents Events, etc.

- 720 Founders Day** – Chapter expenses pertaining to Founders Day.
- 730 Composite** – Group composite pictures paid by the chapter for chapter use. Chapters do not enter into multi-year agreements for this service. Personal pictures should be paid from 360G-Reimbursables after the members have paid for them in advance or by the individual directly to the vendor.
- 731 Chapter Archives** – Expenses related to the chapter archives
- 732 Public Relations** – Includes advertisements, yellow page ads or any published announcements regarding chapter activities.
- 735 Rituals Equipment/Initiation Expenses** – Expenses for ritual equipment and all ceremonies related to new members. (However, the Initiation fee must be coded to account 795E-Initiation Fee to EO.) This account includes costs for Pi Alpha pins, membership certificates (invoiced from Printing Plus to the chapter), and all other costs related to the Initiation ceremony. *The house corporation will purchase rituals equipment.*
- 741 Contributions** – All charitable donations made by the chapter or other community or Greek philanthropies.
- 745 Philanthropic Activities** - All expenses incurred from chapter fundraising projects that are not tax deductible and are for use by the chapter should be posted to 332. This account is for NON Fundraising activities undertaken by the chapter such as the purchase of supplies for a puppy shower or cards for senior citizens. Expenses related to Do Good week should also be posted here. Other non fundraising events can include: costs associated with philanthropic awareness events; Service for Sight.
- 751 Bank Charges** – Any bank charges for service fees, checks, account maintenance or credit card/e-check usage by members to pay their invoices through Re:Members. The more members who pay with a paper check - the lower the fees on this account. Members may NOT be charged for using an e-check or credit card - this is considered a "cost of doing business." Also used to pay for purchase cards ordered through Re:Members.
- 760 Correspondence** – This is for stationery, cards, etc. (For postage, use 680-Postage and Office Supplies.)
- 762 Collection Transmittal Fee** – Invoiced from collegiate finance for fees associated with sending members to collections for non-payment. This is for the charge from the collection agency to send debt to collections that is more than the \$750.00 minimum we write off.
- 781A New Member Fee to EO** – One-time charge paid by each new member. It is collected in account 270A-New Member Fee. This also may include repledging fee. This amount can be found on the Fixed Expense Sheet which will be sent by collegiate finance or from your RFS/DCB. Funds collected over the specified amount remains in the chapter treasury to cover the costs of new member supplies and activities.

- 785E Per Capita Dues to EO** – This fee is set by Council before May 1 and will be listed on the Fixed Expense sheet distributed by collegiate finance and is collected in 350E-Per Capita Dues.
- 795E Initiation Fee to EO** – The Initiation fee is sent to Executive Offices after the Initiation certification is submitted to Executive Offices and the chapter is billed for each member who was initiated. This fee is collected in 280B-Initiation Fee. Additional funds should be collected over the amount to remain in the chapter treasury to help cover costs of Initiation.
- 800 Convention/Seminars/Advisor Training Fee** – This amount will be set in the spring based on estimated costs and will be listed on the Fixed Expense sheet distributed by collegiate finance. This is for registration only; travel is budgeted through 688-Travel and Workshops. More than one registration may be accounted for here. Be sure to use the Fixed Expense Sheet when calculating this account. The cost for the fraternity advisor training program is also expensed in this account and this fee is listed on the Fixed Expense sheet.
- 805A/B/C/D/E Chapter Retreats/Sisterhood/Senior Programming** – Expenses for chapter retreats, sisterhood events and senior programming including rental of room, transportation, food and supplies. 805 -s chapter sisterhoods; 805A is Retreats; 805B is senior programming to include senior stoles; 805C is for the Director of DEI; 805D is for the purchased of T-shirts for Foundation events and other chapter activities; and, 805E is for miscellaneous expenses as identified by the chapter.
- 806 Finance Report Audit Fee** – Fee covers monthly bookkeeping, preparation of financial reports and tax returns. The amount is listed on the Fixed Expense sheet and distributed by collegiate finance.
- 807 Technology Fees** – A per member fee paid to Executive Offices for maintenance of Delta Gamma website and to pay the recruitment software fee. The fee is invoiced from EO.
- 808 Anchora subscription** – Annual subscription for the *ANCHORA*, Delta Gamma's magazine.
- 852 Gift to House Corporation** – A gift given to house corporation from the yearly surplus funds of the chapter. This gift must be approved by chapter members and recorded in the minutes of the meeting. These funds must be disbursed to the house corporation before June 30 of the fiscal year. If this does not happen, the funds “roll over” into Accumulated Surplus, and the chapter must go through the Fraternity Treasurer for approval of use of the funds.
- 853 Accumulated Surplus** – This is a non-budget account and is used only by collegiate finance or under their guidance. Refer to the handbook section regarding Annual/Accumulated Surplus to see how this account may be accessed.

## Revolving Accounts

Both income and expenses are entered into the same account. Account balance must be \$0.00 on June 30 of the fiscal year.

**332 Anchor Splash/Games/Fundraising**– All income and expenses relating to Anchor Games activities and other chapter fundraisers for the Delta Gamma Foundation need to be coded to account 332-Anchor Games. The balance in this account MUST be zero by June 30.

**360G Reimbursables** – This should reflect all funds collected from members for personal purchases such as jewelry, pictures, party favors, optional t-shirts, etc. and paid for with a chapter check or purchase card. Never write a chapter check for reimbursable unless you have collected the money from the members for the merchandise. The balance in this account must be zero by June 30.

**410 Redeposit of Returned (NFS) Checks** – This is used by the vp: finance where she can redeposit a non-sufficient funds check. Used by collegiate finance to charge a non-sufficient funds check that appears on the bank statement. The balance in this account should always be zero by June 30<sup>th</sup>.

**412 Bank Transfers** – Used to code the transfer of money from one account to another. Code the withdrawal from one account and the deposit into the other with 412. The balance in this account should always be zero. This is a non-budget account and is used only by collegiate finance or under their guidance.

## Appendix C: Members' Financial Obligations FAQ

### **A member resigns their membership. What will they owe the chapter upon resignation?**

All members sign an annual Dues and Fees Contract and we expect the entire fiscal year's financial obligations to be fulfilled as per the terms of the contract. The member will be responsible the rest of the year's dues. This also includes anything they owe under a Room Agreement unless they find another member to take their place in Delta Gamma housing and the house is already full. The member must contact the OOH for further information on what may be owed. It may be necessary to request an excused status from the Housing Waiver Board.

Only Honor Board can decide to forgive some or all of a member's chapter dues and fees contract. If this happens – the VPF will be notified, and she will do a Member Account Adjustment or invoice to fulfill HB intent.

### **A member is transferring to another university where there is a Delta Gamma chapter and plans to affiliate. What do they owe to the chapter from which they are transferring?**

They are responsible for anything due for the last term they were enrolled at the current university. If they affiliate with the new chapter, they will sign a new chapter Dues and Fees Contract with the chapter of affiliation and they are not responsible for dues at their prior chapter for the same time period. The vp should do an MAA to remove the second semester/quarter dues.

If they transfer and do not affiliate with the new chapter, they will still be responsible for the financial obligations owed to the previous chapter.

In either situation, they will be responsible for anything due under a Room Agreement with the previous chapter unless they find another member to take their place in Delta Gamma housing or they move into the new chapter house – in which case they will be released from their housing contract at the prior chapter. The member must contact the OOH for further information on what may be owed. It may be necessary to request an excused status from the Housing Waiver Board.

### **A member is transferring to another university where there is not a Delta Gamma chapter. What do they owe to the chapter from which they are transferring?**

As the member signed a chapter Dues and Fees Contract, they are responsible for the entire fiscal year's financial obligations as per the terms of the contract. They are responsible for the rest of the year's dues. This also may include anything owed under a Room Agreement. The member must contact the OOH for further information on what may be owed. It may be necessary to request an excused status from the Housing Waiver Board.

**A member is withdrawing from school and has filled out a transfer form. This will make them an alumna. What will they owe the chapter upon becoming an alumna?**

As they signed a chapter Dues and Fees Contract, the member will be responsible for the entire fiscal year's financial obligations as per the terms of the contract. The member is responsible for the rest of the year's dues. This also may include anything owed under a Room Agreement. The member must contact the OOH for further information on what may be owed. It may be necessary to request an excused status from the Housing Waiver Board.

**A member is considering filling out a transfer form due to health considerations. This will make them an alumna. What will they owe the chapter upon becoming an alumna?**

As the member signed a chapter Dues and Fees Contract, the member will be responsible for the entire fiscal year's financial obligations as per the terms of the contract. They are responsible for the rest of the year's dues. If her health concerns are severe, they may consider applying for Early Alumnae Status. Please encourage the member to talk to Honor Board about their options.

**A member is transferring to a different university due to acceptance into a professional school (nursing, medical, etc.). What will they owe the chapter upon transferring?**

A member who transfers to another university due to acceptance into a professional school or program will be treated as if they graduated from the initial university. Therefore, their Dues and Fees Contract obligation will terminate through the term of their transfer. This includes any remaining Room Agreement charges. The member must contact the OOH for further information on what may be owed. It may be necessary to request an excused status from the Housing Waiver Board.

**A member is expelled. What will they owe the chapter upon the termination of their membership?**

All members sign an annual Dues and Fees Contract, and we expect for the entire fiscal year's financial obligations to be fulfilled as per the terms of the contract. The member will be responsible for the rest of the year's dues and any Past Due Receivables on the account. This does not include the remainder of the Room Agreement, as an expelled member will no longer be allowed to live in Delta Gamma housing after expulsion. They will owe the Room Agreement through the end of the month of their recommendation for expulsion. The non-member must contact the OOH for further information on what may be owed. It may be necessary to request an excused status from the Housing Waiver Board.

**A member graduates in December. What will they owe the chapter upon graduation?**

Upon graduation their Dues and Fees Contract obligation will terminate, therefore, they will owe through the term of their graduation. All other terms will be adjusted off the account.

**A member receives Excused Status. What will they owe the chapter during their term?**

A member who receives Excused Status would be held to the Dues and Fees of the term while they were a fully active member of the chapter. Their account would be adjusted to the dues and fees schedule determined by their Excused Status category granted by Honor Board for the term they are on Excused Status.

**A member has resigned or transferred and still wants to participate in meals (in person or via late plates). Are they allowed to do this?**

A member who resigns or transfers owes all Dues and Fees plus the remainder of their Room Agreement, if applicable. Much like social events, eating meals provided by the chapter is a privilege of collegiate membership. Members who resign will not have access to meals.

**What happens when a member wishes to become an alumna due to pregnancy or marriage?**

These requests will go through the Early Alumnae Status (EAS) process. When they receive EAS, they will owe through the date of their EAS application.

**What happens when a member receives Early Alumnae Status?**

If a member receives EAS, they will owe through the date of her EAS application.

**A recently initiated new member resigns. What will they owe upon termination of their membership?**

A recently initiated new member who resigns should be treated the same as any other initiated member who resigns. They will owe all dues and fees and can be pursued through collections if the chapter chooses to do so.

**A new member who has not yet been initiated resigns. What will they owe upon termination of their new membership?**

A new member who resigns before initiating will not owe membership dues and fees (i.e. Initiation dues, per capita dues, technology fees or house corporation fee) and will owe all chapter dues and fees.

**What if a member has “gone missing” and has not been present in the chapter, but has also not stated their intent to resign/transfer/etc.?**

Any member that signs a Dues and Fees Contract will be responsible for the entire fiscal year’s financial obligations as per the terms of the contract.

**A member has someone who would like to pay their dues for them – perhaps a family member or a local alumnae group. How does that payment get processed?**

Members are able to have other people pay their dues directly to Re:Members. They can send a check directly to Re:Members with the following information:

- Delta Gamma

- Chapter Name/School
- Member Name and Account Number
- The address for Re:Members is PO Box 639550 Cincinnati, OH 45263

They can also call Re:Members directly and provide a credit card and the same information listed above.

- The phone number for Re:Members is: 800-457-3816

## Appendix D: vpf Transition Guide

Ensure that both the outgoing and incoming vice president: Finance thinks that an item has been thoroughly discussed before initializing it on the list.

Discussion Item	Outgoing vp: Finance Initial/Date	Incoming vp: Finance Initial/Date
<b>Re:Members</b>		
General understanding of Re:Members – <i>it is NOT a banking app</i>		
Assigning a New Member (or transferred member) to a Billing Group		
Creating a Billing Group combination (already created groups)		
Sending an MAA (Member Account Adjustment) Including notes on the MAA request Processing the MAA after the RFS has been notified and approves Ensuring members sign the new Dues & Fees contract in 24 hours		
Unsecured Receivables List		
View Past Due Receivables (PDR) Active & Alumnae		
Sending APN's		
Sending SOR's Send in Re:Members AND submit via Member Portal		
Reviewing the APN/SOR status report		
Removing APN's that have been paid (RFS)		
Honor Board Management Page Updating members and advisers Ensure vp:SS and vp:F emails are correct Only access to vp:Finance, President, CFA, ATC		

(Director of Funds as applicable)		
<b>Discussion Item</b>	<b>Outgoing vp: Finance Initial/Date</b>	<b>Incoming vp: Finance Initial/Date</b>
Send email to Re:Members rep to update Re:Members users if any new advisers need access (CFA & ATC ONLY)		
Send email to Re:Members rep to remove old officer and volunteer credentials		
Bank Reconciliation in Re:Members Ensure all checks written/sent are recorded Assigning account numbers and good descriptions to charges		
Purchase Cards Ordering new cards Adding & removing funds from cards Removing former officers/members from cards Reviewing the purchase card accounts		
Assigning Contracts in Re:Members Officer Budget Contracts By Laws/Standing Rules		
Account 332 for Foundation Fundraising Processing receipts and monies collected Sending money to Foundation on time No reimbursement for merchandise bought Members cannot be charged for "tickets" or other sales for events		
Account 360G Appropriate uses for account (refer to Finance handbook) Ensuring that amount spent = amount collected		
Reading the Profit/Loss Statement Understanding Budget vs. Actual All expenses for a budget should be tracked in that account regardless if there was funding there originally		
Bad Debt Write-Off & Collections Processes Meet with RFS prior to sending either		



Discussion Item	Outgoing vp: Finance Initial/Date	Incoming vp: Finance Initial/Date
Invoices What is allowed and not allowed (refer to handbook) Do NOT make dues & fees adjustments for members during the CURRENT year		
Processing Refunds to members		
<b>General Information</b>		
What is included in CHAPTER budget vs. HOUSING costs What items are paid by Office of Housing Purchase Cards are NOT issued to House Directors – how to navigate		
Update bank information Updating signer on the bank account - Only vpf, president, ATC and CFA <i>Will need to go into the bank to update signers on the account</i> Obtain login information for bank account(s) from former vpf		
Ensure that Anchorbase access is permitted Roster update is required for this automatic email process		
Resources – Where to find what information When to contact CFA/ATC or the RFS Review hyperlinks in the Finance Handbook		
Past Due Receivables (Alumnae/Non-Member) Outgoing vpf or CFA/ATC to review PDR list with incoming vpf and provide historical information and create plan for BDWO or Collections. Make sure to include RFS in discussion before executing		
Past Due Receivables (Current Members) Review the 11, 30, 45, 60 Day Plans as outlined in the Finance Handbook Provide any information on members who are progressing through these steps and their status		

Discussion Item	Outgoing vp: Finance Initial/Date	Incoming vp: Finance Initial/Date
Payment Plans Can ONLY be approved by Honor Board – vp:Finance cannot make those decisions on her own All payment plans must be processed through Re:Members in order to generate a new dues & fees contract Must be <i>paid in full no later than June 30</i> for the current fiscal year		
Depositing cash & checks CANNOT get a bank issued ATM card – must go into the bank for deposits		
Honor Board Meetings Schedule after the 10 <sup>th</sup> of the month Duties and responsibilities including notes (to be reviewed by RFS) Information to be provided Tips for working with HB on finance conversations		
Understanding Excused Statuses How will they affect the chapter income and expenses		
Budget Execution Review (refer to Finance Handbook)		
Completing SOR's in Member Portal		
Review Monthly recurring and unique job duties (chart : Finance Handbook)		
Budgeting Requisites for having the budget drafted Member Survey Reconciled accounts and bank statements Review of 1 <sup>st</sup> Draft Discussion with CMT and Chapter about budget		
Financial Transparency for Recruitment Delta Gamma is ALL INCLUSIVE to be equitable for all		

Understanding what that means – budget items include T-Shirts, guests for events, party favors, etc.		
Founders Day Working with an alumnae chapter (as applicable) Understanding the budget and what can be spent (the limit)		
Signing Contracts Who signs them Who should review them before signing What to look for on the contracts		
When is a W-9 needed		
Accumulated Surplus Walk through page on Anchorbase Understand what it can be used for (see chart) Understand requirements for request – voting numbers, wording on vote, each item voted separately, complete e-vote as applicable		
Annual Surplus What is the difference from Accumulated Surplus? Ensure any extra spending or alternate spending is voted on Ensure there is money to cover any costs over the summer (before dues are collected) as needed		
Fines What is acceptable Following the By Laws		
Director of Funds Job functions & duties		
Director of House Management Job Functions & duties Working with the Office of Housing		