

Alumnae Officer Navigation | vp: finance

Utilize this calendar for planning and to add group-specific tasks

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> □ Prepare a budget for the approval of the executive board using the Alumnae Budget Template to assist you □ Pay local and per capita dues □ Update email signature with new dues link □ Update bank account with signatures if new to role and/or president is new 	<ul style="list-style-type: none"> □ Present budget to executive board for approval □ Upload budget to Anchorbase - Operations > Tasks > Alumnae Group Information 	<ul style="list-style-type: none"> □ Review the instructions for preparing Annual Federal Tax Return Form 990-N, which are sent to alumnae groups in September from Executive Offices
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> □ Prepare to pay annual dues and fees as invoiced by Executive Offices □ Send local dues reminder to members who have not paid local dues by end of month 	<ul style="list-style-type: none"> □ * November 1 Pay annual dues and fees as invoiced by Executive Offices □ * November 15 File Annual Federal Tax Return Form 990N or 990EZ with the Internal Revenue Service and upload confirmation to EO via Anchorbase Task 	

JANUARY	FEBRUARY	MARCH
	<ul style="list-style-type: none"> □ Feb 28 If funding a merit based scholarship or fellowship, funds must be received to be awarded the following academic year 	<ul style="list-style-type: none"> □ Celebrate Founders Day!
APRIL	MAY	JUNE
	<ul style="list-style-type: none"> □ Determine if a dues adjustment is needed for the next fiscal year and present to board for a vote if proposing any changes 	<ul style="list-style-type: none"> □ Set up local dues in memberplanet as a QuickPay charge □ Review all income and payments from the fiscal year □ Transition incoming officer (if applicable) □ Ensure all local dues payments for the fiscal year (checks, cash, and any other payment method that is not a memberplanet Quickpay payment) are entered into Anchorbase (Finance > Tasks > Update Paid Local Dues).

* Required to be in good standing

Monthly Activities

- Encourage all alumnae officers and members to pay per capita dues directly to the Fraternity
- Pay bills in a timely fashion
- If an item or bill is in question, obtain board approval or review prior to submitting payment
- Keep records on income and payments
- Record local dues payments in Anchorbase (checks, cash, any other payment method that is not a memberplanet QuickPay payment)

Year-Round Activities

- Make regular financial reports to the executive board and to the general membership, suggested to be done on a biannual basis
- Maintain a bank account for the group in a federally insured banks or savings and loans institution with either the president or vp: finance authorized to sign checks under \$500.00; both authorized signatures are required for all disbursements in excess of \$500.00
- Complete the [Foundation Fundraising Report Form](#) in Anchorbase with the assistance of the vp: Foundation and president no later than 2 weeks after the date of the fundraising event
- Coordinate with vp: communications to include dues payment recognition, dues asks, expense descriptions, and other financial information in newsletters
- Attend board and business meetings as scheduled
- Attend training provided by the Region, Alumnae Leadership, and/or EO

AGE Anchors | See Fraternity Standards 1, 2, 3, 8, 9, 10, 12

Resources

- [Alumnae Officers Manual](#)
- [Crisis Management Quick Reference](#)
- [Fraternity Constitution](#)
- [Fraternity Standards | Alumnae](#)
- [Schedule of Dues & Fees](#)
- [Dues Roundtable Webinar](#)
(password 1873)
- [Rituals Handbook](#)
- [Think Anchor Deep](#)



Updated 2023