



Delta Gamma

1873

Resource Information

Fraternity Management Corporation orientation for collegiate chapter officers and new FMC groups

About FMC

The Delta Gamma Fraternity Management Corporation (FMC) was created to assist chapters without housing that are located in areas where recruiting volunteers has historically been difficult. Moving the responsibilities of the house corporation to a national organization allowed for better use of the volunteers we have and ensure the chapter needs can be met. FMC is responsible for purchasing and maintaining the assets needed by the chapter and assisting with providing a space to the chapter. Sometimes this space is only a place to store the chapter and FMC property; sometimes this space is a suite the chapter uses for social functions; it may even be a space off campus that the chapter uses for meetings and other functions.

FMC Property

All furnishings such as couches, chairs tables, and kitchen equipment like refrigerators and stoves are property of FMC. Ritual equipment, electronics such as laptops, TVs, projectors, and screens are also property of FMC. *Please be sure to contact the FMC/LLC Specialist before replacing, discarding, or selling any of these items.*

Calendar

October 1: Chapter Wish Lists due via eOps+

Accounts Receivable

Our accounts receivable department collects monies from you, the collegiate chapter, on behalf of FMC. We bill based on the figures in the Annual Agreement. This is the document signed in eOps+ each spring by the vp: finance, Regional Finance Specialist (RFS) and house corporation treasurer. It is based on your group's FMC approved budget. We bill on the 25th of each month and bill based on the schedule in the Annual Agreement. The invoices are to be paid by the 10th of the following month. Unpaid invoices appear on the delinquent report spreadsheet (DRS) that is sent to the regional teams and Council every week.

If the chapter does not meet their financial obligations and has remaining past due invoices at the end of the year, a promissory note is to be created. Please work with your RFS and RHS to create this document. The promissory note is a schedule outlining how the chapter will pay off the debt in the coming fiscal year. FHC will collect this money based on the schedule created. Each past due invoice will remain open until it is paid in full.

Accounts Payable

To ensure accurate and timely processing of invoices or reimbursements please follow these simple steps:

1. Always include your name and chapter on correspondence, invoices and receipts submitted.
2. All mailing addresses should include the chapter.
3. When sending correspondence to FHC, please address the envelope as follows:

_____Chapter of Delta Gamma Fraternity
Attn: FMC
3220 Riverside Drive
Suite A-2
Columbus, OH 43221

4. If requesting a reimbursement, please write clearly who the payment is to be made to and the total amount to be paid. Please include all receipts with your request when possible.
5. All invoices mailed from the chapter must be initialed and dated with approval to pay.

Following the above suggestions will not only expedite transactions for your chapter but will also ensure processing accuracy of all your finances.

FMC vs. Chapter Obligations

Chapter obligations

Consumables
Light bulbs
Cleaning supplies
Paper products
Food
Meeting supplies
Extra usage on leased equipment
Copiers
Washers and dryers
Utilities

FMC obligations

House/space upkeep
Cleaning companies/housekeepers
Purchased items that stay with the house
Furniture
Appliances
Decorations
Construction/repair work
Renovations/updates

FAQs

What kind of items are purchased by FMC?

FMC is responsible for all assets, including ritual equipment, that are kept and used by the chapter, and for the rental and maintenance of any space used by the chapter, including storage units. FMC may also provide certain electronic equipment, such as a projector or laptop, that the chapter needs to conduct chapter business.

For chapters responsible for maintaining a suite, if the university does not maintain these items, FMC will be responsible for maintaining the suite and its contents which may include furniture, kitchen items, painting the suite, replacing carpeting, electronics, and other similar items. FMC also provides the chapter with general liability insurance coverage.

FMC is responsible for assisting with providing a space to the chapter. This may be through renting a storage unit or renting a common space. Each university's situation dictates the type of space provided by FMC.

What are assets?

Assets are anything that lasts more than one fiscal year (July 1 - June 30). This includes items like couches and televisions. Assets can also be services that last more than a year. For instance, the service of a painter would be an asset if the painting is only done every few years and not annually.

What items are not purchased by FMC?

Most things that are disposable, only used once, or only stays with the chapter for less than one fiscal year are not provided by FMC. This includes utilities on a space like cable, internet, electricity, water (usually), CDC visits, sisterhood events, chapter retreats, food, and other similar items.

An exception would be the annual or monthly rental of a space or storage unit and the annual insurance premiums.

What are the chapter's responsibilities?

The chapter is responsible for using the assets properly and ensuring they are cared for. Any damage to the assets should be reported to FMC immediately.

The chapter is responsible for creating a wish list annually. The collegiate director of house management/chapter property is responsible for submitting the list in eOps+ but should be doing so with input from the whole chapter and she should be communicating with the CMT about the final list before it is submitted.

The chapter is responsible for submitting a request through eOps+ using an 'anytime task' when the chapter has an urgent need.

The chapter is responsible for submitting an inventory to the staff semiannually. A list of the inventory will be sent to the collegiate director of house management/chapter property once each semester. She shall assess the condition of each item, complete the inventory assessment form, and return the list to FMC promptly. This will be due October 31 and April 30 each year.

How do we request items?

Each FMC chapter will submit a wish list through eOps+ annually by October 1. If the chapter has a need outside of the wish list process, they will use the same form but will use the 'anytime task' in eOps+ to submit the request. Only urgent requests will be fulfilled outside of the wish list process.

Will FMC always approve all wish list requests?

FMC will make every effort to fulfill a chapter's wish list as completely as possible. There are generally three scenarios in which FMC would not be able to wholly fulfill a chapter's wish list. Any items not approved will come with an explanation and advice on moving forward if the chapter is still interested in the items.

1. FMC may not have the available funds to fulfill certain portions of a chapter's wish list. In this case, the chapter may choose to submit the item(s) on a later wish list or the chapter may make a restricted gift to FMC to cover the cost of these items.
 - These gifts should only be made when there is a specific request to be fulfilled and not as a place to hold funds over a period of several years to make a large purchase later.
 - The chapter must follow the normal processes for spending funds from the annual or accumulated surplus.
 - The chapter should not purchase fixed assets or other similar items outside of FMC as the chapter doesn't have the proper procedures and systems in place to account for these types of purchases.
2. FMC may decline to fulfill a wish list item because that item is the chapter's responsibility. For example, the chapter is responsible for funding social events and hosting the CDC. If the chapter requested FMC fund a social event or pay for the costs related to hosting a CDC, it would likely be declined, except under certain extenuating circumstances. In this case, the chapter would need to work within their approved budget.
3. Lastly, FMC may choose not to fund an item that is deemed an inappropriate use of Delta Gamma funds. In this case, it is unlikely that the chapter would be able to use their funds to purchase the item(s), either directly or through FMC. For example, if a chapter requested FMC to pay the dues of a member who was unable to do so, FMC would have to decline this request and would explain that FMC, the chapter, and the Fraternity are all 501(c)(7) corporations. This particular tax status prohibits FMC and the chapter from paying a member's dues.

How are purchases made?

Once the FMC/LLC Specialist or Board of Directors has approved a purchase, either through the wish list process or on an as-needed basis, you will be contacted by the staff to coordinate the purchase. Depending on what is being purchased, the items may be purchased online and delivered to the chapter, a check may be sent to the collegiate director of house management/chapter property, but made payable to a vendor so she can coordinate purchase and delivery, or the items may be purchased by local members and reimbursed (you must have approval to do this before the purchase is made). If the type of purchase will not work with any of these options, the staff will work with the chapter to make arrangements as necessary.

FMC Contacts

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