

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"> <input type="checkbox"/> Prepare a budget for the approval of the executive board using the Alumnae Budget Template and Alumnae Group Budgeting Worksheet to assist you <input type="checkbox"/> Pay local and per capita dues <input type="checkbox"/> Update email signature with new dues link <input type="checkbox"/> Update bank account with signatures if new to role and/or president is new 	<ul style="list-style-type: none"> <input type="checkbox"/> Present budget to executive board for approval <input type="checkbox"/> Upload budget to Anchorbase - Operations > Tasks > Alumnae Group Information 	<ul style="list-style-type: none"> <input type="checkbox"/> Review the instructions for preparing Annual Federal Tax Return forms are sent to alumnae groups in September from Executive Offices
October	November	December
<ul style="list-style-type: none"> <input type="checkbox"/> Prepare to pay annual dues and fees as invoiced by Executive Offices <input type="checkbox"/> Send local dues reminder to members who have not paid local dues by end of month 	<ul style="list-style-type: none"> <input type="checkbox"/> November 1 Pay annual dues and fees as invoiced by Executive Offices <input type="checkbox"/> 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"> <input type="checkbox"/> March 1 If funding a merit based scholarship or fellowship, funds must be received to be awarded the following academic year <input type="checkbox"/> Celebrate Founders Day!
April	May	June
	<ul style="list-style-type: none"> <input type="checkbox"/> 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"> <input type="checkbox"/> Set up local dues in memberplanet as a QuickPay charge <input type="checkbox"/> Review all income and payments from the fiscal year <input type="checkbox"/> Transition incoming officer (if applicable)

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Utilize these activities & resources as a guide to best practices

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 bank 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
- Foundation: Constitution
- Fraternity Standards | Alumnae
- Schedule of Dues & Fees 2020-21
- Dues Roundtable Webinar (password 1873)
- Rituals Handbook
- Think Anchor Deep
- Social Media Policy Procedures



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