

# COLLEGIATE OFFICER QUICK GUIDE

## vp: finance

The vp: finance serves on the chapter management team (CMT), Nominating Committee (Nom Com) and house corporation board and oversees the director of house management or director of chapter property. The director of chapter property replaces the director of house management for all Fraternity Management Corporation (FMC) chapters. Based on chapter structure and size, the vp: finance also works with (or fulfills the responsibilities of): the director of funds to establish a strong financial base for the chapter.



### RESPONSIBILITY

### RESOURCES

Chapter Budget	<a href="#">Collegiate Finance Handbook</a> ; previous budgets (in chapter files); current approved chapter budget; budget template and guide (emailed from Executive Offices); House Corporation Annual Agreement (from your chapter house corporation); <a href="#">greekbill</a>
Dues & Fees	<a href="#">Collegiate Finance Handbook</a> ; <a href="#">greekbill</a> ; Member Account Adjustment (MAA) Request Form (in <a href="#">greekbill</a> ); <a href="#">Excused Status: Financial Resource</a>
End-of-Year/Summer Procedures	<a href="#">Collegiate Finance Handbook (CFH)</a> ;
Expenses and Reporting	<a href="#">Collegiate Finance Handbook</a> ; <a href="#">greekbill</a> ; monthly finance reports
Financial Good Standing	<a href="#">Fraternity Standards</a> ; <a href="#">Collegiate Finance Handbook</a> ; finance handouts from Executive Offices; submit Automatic Probation Notices (APNs) and Statement of Obligation Reviews (SORs); <a href="#">Delinquent Report Spreadsheet</a>
Fiscal Policies	<a href="#">Collegiate Finance Handbook</a> ; your chapter's Bylaws & Standing Rules
Greekbill	<a href="#">greekbill</a> ; <a href="#">Anchorbase/greekbill Integration Guide</a>
Member Statuses	Member Account Adjustment (MAA) Request Form (in <a href="#">greekbill</a> )
Slating, Elections, Transitions	<a href="#">Changing of the Tides</a>

### MARK YOUR CALENDAR

- Attend CMT/JCMT meetings.
- Pay invoices, input checks and record local deposits (weekly).
- You (and your directors) will receive a finance newsletter every other week.
- Submit your greekbill monthly report by the 10th each month.
- Create charges on greekbill (for returning members, by July 8; for new members, within two weeks of Bid Day).
- House corporation meetings (if applicable).
- Nom Com meetings.

### LINKS TO BOOKMARK

- 2020-2021 [Collegiate Chapter Resource Guide](#) (Changes Due to COVID-19).
- All [DG Policies](#) listing.
- [Anchorbase](#) (tasks to submit, important contacts, etc.)
- [greekbill quick reference](#) links.
- Uphold the [12 Fraternity Standards](#) in all that you do.
- [eLearning](#) modules & [Delta Gamma Webinars](#)
- Check out the [Collegiate Chapter Officers Manual \(CCOM\)](#) for the details on your role and your directors' responsibilities.

### DIVE DEEPER

- Do you have usernames and passwords for your chapter's banking and online accounts?
- Review past dues issues and Honor Board situations with outgoing and incoming vp: finance and vp: social standards.
- Reach out to your region's collegiate finance consultant at Executive Offices (EO) by emailing [collfinance@deltagamma.org](mailto:collfinance@deltagamma.org)
- Questions? Email DG's Director: Finance at [Finance@deltagamma.org](mailto:Finance@deltagamma.org).