



TREASURER'S GUIDEBOOK

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The Treasurer's Guidebook is designed to help the treasurer carry out the duties related to the position. The chapter's success and your personal satisfaction as chapter financial officer are directly related to the time and effort you devote to this role. This guidebook will assist you in your role as the treasurer of your chapter.

Responsibilities of Chapter Treasurer

Kappa Delta Pi Society Bylaws state the following duties of the Treasurer

- Receive chapter dues from initiates.
- Make disbursements upon order of the chapter.
- Keep an accurate account of monies received and expended.
- Provide, with the cooperation of the chapter counselor, for the safekeeping of all chapter funds.

In addition to the above-stated responsibilities, the treasurer must also:

- Organize the chapter budget in accordance with the chapter Executive Committee.
- Serve on various chapter committees and chair budget committee.
- Work with Foundation representative on scholarships and fundraising.
- Complete the financial section of the Annual Report.
- Determine if school provides additional money for student organizations and apply for funding.
- Assist in ordering Kappa Delta Pi supplies.
- Attend all Executive Committee and chapter meetings.
- Present financial report at chapter and Executive Committee meetings.
- Collect money from chapter fundraisers and projects.
- Reconcile chapter account bank statement with chapter records.
- Prepare budget for the following year.
- Organize all financial records to give to new treasurer.
- Prepare for officer transition, including the transfer of signatures on the bankcard.
- Work with college's business office to make arrangements per policies for student organizations.

The following pages will provide strategies that will assist in accomplishing these responsibilities.

Working with Other Officers

The treasurer works closely with all the officers and counselor of the chapter.

The Foundation representative is responsible for developing fundraising activities and serves as the chapter contact for the Kappa Delta Pi Educational Foundation's special projects.

Fundraising is an important aspect of chapter activity. The Foundation representative will serve with the treasurer on fundraising committees of the chapter. To help determine fundraising needs and the strategy, the fundraising committee and the Executive Committee should determine the primary reason funding is needed, as well as the success of past fundraising activities.

Although the Foundation representative and the treasurer work together on fundraising, it is the primary responsibility of the treasurer to ensure the money is deposited and the proceeds are utilized as designated and accurate records maintained. Accurate records include information about contributors, amounts

donated, money chapter paid, and anything else pertinent to the fundraiser. This will make the next fundraiser easier to budget.

Scholarship information is distributed by the counselor and president. The treasurer should be aware of the international scholarships available. The Foundation representative and the treasurer should coordinate any local scholarships stated in chapter bylaws.

The outgoing treasurer is also responsible for delivering and explaining to the incoming treasurer all the books, papers, and correspondence related to the office of treasurer. It is advisable to show the new treasurer the financial ledger, filing of papers, hints, and strategies to make the officer transition smoother, and transfer the signature on the chapter accounts. Remember to have the new treasurer sign the bank account card for writing checks and work with the college business office, if appropriate, for a smooth transition.

Chapter Budget

A chapter budget is an important guideline of the chapter's projected expenses and income for the year. The treasurer is responsible for creating and overseeing the budget. The easiest way to create a budget is to follow the example on the following page. There are some standard items that every budget needs, such as initiation costs, initiation fees, rebate checks, postage, printing, and supplies. Chapters will have other items to add depending on their own special projects.

The budget is a guide for planning the chapter's activities. It shows the chapter's planned income and disbursements. The budget also shows plans for the chapter's fundraising and projects during the year. The budget should be developed once the chapter's goals have been set so the programming needed to accomplish the goals is incorporated into the budget. A proposed budget must be submitted to the Executive Committee for approval.

When the Executive Committee approves the budget, it is committing the chapter to raising a certain amount of money to cover expenditures on special projects and the basic operation of the chapter. If the chapter is not meeting its target income, then the treasurer must present a plan of where expenses can be cut.

At each Executive Committee meeting and chapter meeting, the treasurer must report to the Executive Committee the status of the budget. When special projects arise, the treasurer must help each committee devise a budget plan for the project, including the estimated expenses and the estimated income. The treasurer is also responsible for ensuring the money is received and the disbursements are paid.

Chapter Dues

Dues are the main source of income for the chapter. Dues collected from chapter members should be used primarily for chapter administration such as chapter letterhead, postage, and chapter newsletters. The only time the chapter treasurer collects dues is for new initiates. Initiates pay the chapter treasurer the first-year Society dues and one-time initiation fee, the local chapter dues, and the chapter initiation fee (if applicable). The chapter initiation fee is a one-time assessment to pay for a banquet, reception, or activity associated with the initiation ceremony, if applicable. The Society dues are mailed to Society Headquarters with the New Initiate Information Forms. The rest of the money is deposited into the chapter account.

For members that are renewing, the Society Headquarters forwards a renewal notice and collects dues on behalf of the chapter and Society. Headquarters will then send each chapter a rebate check in the amount of the local dues paid by renewing members. Rebate checks for all members who paid chapter dues are mailed to the chapter counselor in October and March. More information about rebates is listed in the Rebate Check Section of this guidebook.

Disbursements

Disbursement is the process of paying for expenses. It is very important to pay expenses promptly. Delinquent chapter accounts with Society Headquarters are not considered in good standing and may result in suspension if not corrected.

When paying vendors, obtain a detailed receipt and identify the item or the category on the line at the bottom of the check. When reviewing the canceled checks later, it will be easier to remember the budget category.

When reimbursing members for personal money spent on chapter supplies, collect a receipt that describes the item purchased. An Expense Voucher Form should be completed by the individual who incurred the expense. A sample is included on the following page. Do not reimburse without this documentation. Also, the chapter should require approval prior to making financial transactions on behalf of the chapter.

Payment of bills and reimbursements should be paid weekly.

Chapters are not-for-profit entities, and no member receives personal financial benefit from funds collected. The income in excess of expenses is used to fund the mission and objectives of the chapter.

Chapters have an Internal Revenue Service tax-exempt status that requires that:

- no part of the chapter's net income benefit a member. No "substantial part" of the chapter's activities may consist of disseminating propaganda or influencing legislation; the chapter cannot participate in or intervene in any political campaign.
- chapters qualify to receive tax exempt contributions.

Maintaining Accurate Records

Accurate records are the key to a financially sound chapter. This information will be critical when completing the financial portion of the Annual Report due on August 1 of every year.

Copies of the financial ledger sheet are available from your chapter's field staff member, and should be used by the chapter throughout the year. The individual columns show each category, and space is provided for a brief description. Instructions are also available.

The treasurer's files should be transferred from year to year.

Records that should be documented include:

- Payments authorized by the Executive Committee.
- Copies of vouchers, receipts, bank statements, canceled checks, etc.
- Details of money handled by other members, as long as these expense items were approved by the Executive Committee.
- Receipts of all money received.

Another way to ensure the ledger has correct records is to review the bank statement each month and reconcile the account. Follow these steps:

1. Verify that all amounts on the bank statement are in the checkbook.
2. On the back of the bank statement, write the statement balance.
3. Add any deposits from checkbook not on statement.
4. Deduct all outstanding checks (those in the checkbook, but not received by the bank).
5. This balance should agree with the balance in the checkbook. If it does not, review the arithmetic again. If it still does not agree, contact the bank to review the statement for possible errors.

When receiving money, it is advisable to issue a receipt. The chapter should purchase a receipt book so copies of each receipt are maintained.

Expense Voucher Form

This form must be completed for expenses to be reimbursed to members.
In addition, a receipt for all transactions must accompany this Voucher Form.

NAME _____

COMMITTEE/OFFICE _____

SIGNATURE _____ DATE _____

PURPOSE OF EXPENSES	AMOUNT OF EXPENSE
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
	TOTAL \$ _____
	LESS CASH ADVANCE \$ _____
	ACTUAL REIMBURSEMENT \$ _____

TREASURER'S SIGNATURE _____ DATE _____

PRESIDENT'S/COUNSELOR'S
SIGNATURE _____ DATE _____

CHECK # _____ DATE _____

Safekeeping of Funds

The best way to keep chapter funds safe is to open an account on campus or at a local bank. Many institutions require that all student organization funds be contained in a named account on campus. When utilizing an account on campus, you must allow some time (two weeks to a month) for university processing.

Chapter counselors are also responsible for ensuring that chapter funds are secure. Therefore, the counselor and the treasurer should sign the bank account card for authorization to sign checks. Two signatures should also be required for all checks.

The treasurer should never hold cash for any length of time. The treasurer is responsible for the finances of the chapter. By depositing money soon after receiving it, the treasurer ensures that chapter money is secure.

Committees

The treasurer serves with the current officers of the chapter, including the counselor and associate counselor, on the Executive Committee.

The treasurer is the chair of the budget/finance committee. This committee is usually an ad hoc committee. The committee is responsible for advising the Executive Committee about the budget, the cost of programs for the year, fundraising, and anticipated chapter expenditures. This committee monitors chapter activities to ensure that activities remain within the limits of its available income and allocates financial resources to assure the continued financial stability from one year to another.

If the chapter has a fundraising committee, it can be chaired by the Foundation representative, with the treasurer serving as one of its members. The treasurer will be in charge of ensuring that funds are safely deposited, bills are paid upon receipt for the activity, and the proceeds are sent to the designated fund.

The initiation or membership committee, if applicable, will work with the treasurer to collect initiate fees. The treasurer is responsible for collecting, recording, and depositing the initiate fees appropriately. The treasurer must also submit one check for all new initiate dues and fees to Society Headquarters with the initiate information.

Campus Activity Fund

Many schools have a special fund maintained by the student government that provides extra money for registered student organizations.

This money is provided apart from money raised by the local chapter. Each institution will have its own guidelines and set amount. To access these monies, student organizations usually have to submit a funding request with justification. Travel to Convocation and conferences is a great way to use this money. To find out if your school provides money, contact the student activities department or the student government association.

In addition to student organization funds, some institutions also allocate money for students to travel to educational events. Convocation and conferences are considered educational events. Many schools also help with funding for leadership development. Contact student activities or the student government association to find out if your school offers such funding and the application process, requirements, and procedures.

Rebate Checks

As a service to chapters, the Society Headquarters sends renewal notices billing members for Society and chapter dues. Twice a year, Headquarters will send each chapter a rebate check and list of renewing members. Rebate checks are sent to chapter counselors on October 1 and March 1. Membership must be renewed annually to retain active status and receive services of Kappa Delta Pi. Deposit the checks as soon as possible. Headquarters charges a fee for any checks that must be re-issued.

When you receive the list of active members, it is important to coordinate with the secretary to make sure the members are listed as active in the chapter files. Members in active status are those who have paid Society dues for the current year. Inactive status refers to members who have not renewed their membership. Society Headquarters sends a renewal notice, but it benefits the chapter to have a large number of renewing members. The inactive list should be used as a way to reactivate members. First, check the list to see if anyone active in the chapter has not renewed. Second, the list can be used to invite members back into an active role in the chapter. Even if the members have graduated, they can stay active in the chapter (if they are still in the area) by participating in local activities, conferences, mentor programs, etc. There are many benefits to being a member of Kappa Delta Pi. Call the people on the inactive list and remind them of the international and local benefits.

Ordering Supplies

A Kappa Delta Pi store catalog is sent to each chapter each fall. The treasurer should have at least one copy of the catalog. The treasurer is responsible for assisting officers and members with ordering supplies. This includes initiation supplies, honor cords, counselor and officer gifts, and other items the chapter needs. Honor an Educator pins and certificates are also ordered by the treasurer. Society Headquarters will bill the chapter through the counselor for store items. To stay in good standing with Headquarters, bills must be paid upon receipt.

Individual members themselves may place personal orders, but they may not be billed to the chapter.

Treasurer To Do List

August

- Ensure the financial section of the annual report was accurately completed and sent in to Society Headquarters.
- Reconcile chapter account bank statement with chapter records. Further information about keeping accurate records is in this guidebook.

September

- Send outstanding initiate information and fees to Society Headquarters.
- Reconcile chapter account bank statement with chapter records.
- Determine the status of the budget.
- Give the Treasurer's report at the Executive Committee and chapter meetings. The Treasurer's report consists of informing members on the status of the budget.

October

- Deposit rebate check.
- More information is listed under the Rebate Check section in this guidebook.
- Plan a fundraiser for RIF Week.
- Reconcile chapter account bank statement with chapter records.
- Determine the status of the budget.
- Give the Treasurer's Report at Executive Committee and chapter meetings.

November

- Order initiation supplies.
- For more information, refer to the Ordering Supplies Chapter in this booklet.
- Reconcile chapter account bank statement with chapter records.
- Determine the status of the budget.
- Give the Treasurer's Report at Executive Committee and chapter meetings.
- Submit initiate information and fees to Society Headquarters.

December

- Reconcile chapter account bank statement with chapter records.
- Determine the status of the budget.
- Give the Treasurer's Report at Executive Committee and chapter meetings.

January

- Continue planning for RIF Week.
- Reconcile chapter account bank statement with chapter records.
- Determine the status of the budget.
- Give the Treasurer's Report at Executive Committee and chapter meetings.

February

- Reconcile chapter account bank statement with chapter records.
- Determine the status of the budget.
- Give the Treasurer's Report at Executive Committee and chapter meetings.

March

- Deposit Rebate Check.
- Order supplies for initiation.
- Begin preparations for Officer Transition. More information is located in the Working with Other Officers Chapter of this guidebook and also in the President and Counselor Guidebooks.
- Reconcile chapter account bank statement with chapter records.
- Determine the status of the budget.
- Give the Treasurer's Report at Executive Committee and chapter meetings.

April

- All incoming officers should take office.
- Begin preparations for next year's budget. A budget worksheet and other information about a chapter budget is located in this guidebook under the Chapter Budget.
- Reconcile chapter account bank statement with chapter records.
- Determine the status of the budget.
- Give the Treasurer's Report at Executive Committee and chapter meetings.
- Submit initiate information and fees to Society Headquarters.

May

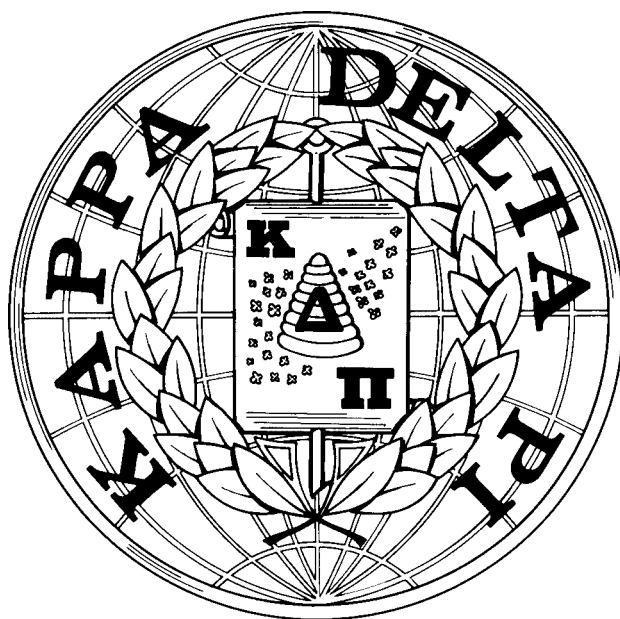
- Present budget to Executive Committee.
- Reconcile chapter account bank statement with chapter records.
- Determine the status of the budget.
- Give the Treasurer's Report at Executive Committee and chapter meetings.

June

- Gather all financial information for the annual report.
- Reconcile chapter account bank statement with chapter records.

July

- Complete the financial section of the annual report and submit to Society Headquarters.
- Reconcile chapter account bank statement with chapter records.



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