



DELTA TAU DELTA

TREASURER MANUAL

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INTRODUCTION

As you may already know, you have been elected to the most significant office in the chapter. You may have assumed the president's office was most important, but how wrong you are. Although the president is responsible for maintaining control and organization, the treasurer must manage the financial affairs of the chapter. The success of the chapter depends on your ability to manage its funds. Intimidating, isn't it? If you have had the chance to be an assistant treasurer, you have gained some experience in handling budgets and accounts receivable, and in preparing reports. If not, you should seek advice from your advisor and attend training sessions at the next division conference.

First and foremost, you must realize the importance of always reviewing the current financial condition of the chapter. If your chapter is operating in the red, then you need to determine why. Many times a deficiency of funds may be due to one or several different problems: unpaid balances, overspending of committee funds, or a decrease in membership. Once you've determined the nature of the problem, you will be able to revise the budget and bring your chapter back onto solid financial footing again.

A SIDE NOTE

You must be particularly mindful of members' delinquent bills. It is the responsibility of all Delts to meet their financial obligations, and you must ensure each member meets this responsibility. The more you stay on top of this issue, the more time you will have to dedicate to more productive tasks.

SETTING UP YOUR OFFICE

Because being treasurer is such a complicated position to fill, this entire section has been dedicated to helping you set up your office. First of all, you must get yourself in the right frame of mind. You are a business manager, not a clerk, and you should handle your chapter's operations as a business. Your duties include managing the funds, not just recording them. There is a big difference between the two. Therefore, to ensure you understand the difference, this section will instruct you on how to establish effective management procedures.

YOUR FINANCE COMMITTEE

The finance committee serves as your council of advisors. The finance committee consists of the chairman (you), the president, chapter advisor, vice president and assistant treasurer(s). Its purpose is to handle all financial matters of the chapter. The committee determines all dues, fees, distribution of funds and any other sources of income. It is your responsibility to make sure the finance committee is aware of any financial issues the chapter is facing. Your finance committee is your biggest asset; think of it as being invaluable and not a burden.

THE BUDGET

The budget is the foundation of any business. Financial decisions are made based on the budget. Accordingly, you should spend an appropriate amount of time thinking about, discussing and planning a practical budget for your chapter. Once you've developed the budget, don't toss it in the corner. You should review the budget every month and adjust it as necessary. The purpose of a budget is to project revenue and determine ahead of time how much can be spent on expenses. The chapter's budget is an extremely valuable tool.

COMMUNICATION IS VITAL

It is extremely important that you keep all members aware of the financial condition of the chapter. Besides the fact that it is their money, many members are interested in how the chapter disburses its funds. At each chapter meeting, you should give a full report on what is occurring within the finance committee. If members are not paying their dues or expenses are running over budget, let the members know. Remember, your chapter functions as a team, not as independent parts. It is vital to keep the financial communication flowing between the treasurer and the chapter.

PERFORMANCE IS KEY TO SUCCESS

After you finish reading this section, you should know what to expect as treasurer. From then on, it becomes a matter of performance. Being treasurer requires long, sometimes frustrating hours of work. If you take pride in your office and maintain high expectations of yourself and chapter members, you will be successful. You must realize the importance of your job and the effect that you as a treasurer can have on the chapter. Accountability is fundamental to all commitments.

DUTIES OF THE TREASURER

The following is a brief outline of the duties of the chapter treasurer:

1. Invoice members for dues and fees.
2. Collect the accounts receivable of the chapter.
3. Disburse chapter funds with the authorization of the finance committee.
4. Complete and submit a monthly financial report to the Central Office by the 25th of each month.
5. Report at each chapter meeting the financial condition of the chapter.
6. Serve as chairman of the finance committee.
7. Assume responsibility for preparing the annual budget with the aid of the finance committee members and ensure expenditures stay within budgeted amounts.
8. Serve as a member of the executive committee.
9. Oversee and/or limit the number of members who make direct purchases for the chapter.
10. Formulate an effective program for the collection of delinquent member accounts.
11. Use approved accounting bookkeeping methods to maintain the financial records of the chapter.
12. Train an assistant treasurer so he will be prepared to take over the responsibilities of the treasurer's office.
13. Collect new member dues prior to the new member ceremony and collect initiation dues prior to the initiation ceremony. Complete and submit new member and initiation reports through the Officer Portal. Submit new member dues and initiation dues to the Central Office within 48 hours of the respective ceremony.

TRANSITION TO TREASURER

Your first step should be to schedule training time with the former treasurer. He should teach you the system for billing, expense tracking and reporting. Do not allow him to move on until you are proficient in your role. This manual should supplement your work with the prior treasurer. It should not be your only resource.

If your chapter is one that is using a local accountant, your responsibilities will depend upon previous arrangements with your local accounting firm. In any case, you must supply the basic information, i.e., number of members, breakdown of chapter bills. Talk with the accountant keeping your chapter's books to familiarize yourself as completely as possible with his or her procedures. It doesn't hurt to review for completeness and accuracy the reports provided by the accountant. You should have access to a budget comparison, all asset and liability reports, and the chapter's year-to-date gain (or loss) status. Do not forget that the accountant works for the chapter. Understand the proper role of an accountant and make sure you are managing that relationship.

Your primary task is financial management and your basic management tool is complete, accurate and timely financial data. Good bookkeeping practices are important because a good set of books and up to date financial reports will provide you with the information on which to base day to day decisions. More information regarding acceptable bookkeeping systems can be found in Appendix J.

PREPARATION

1. Verify the retiring treasurer has deposited all checks and cash on hand by the end of his term.
2. Have check writing privileges signed over to you at the chapter's local bank. Have your chapter's new president accompany you as the co-signer. Verify your chapter's checking account requires two authorized signatures on each check. This is a minimum control.
3. Make sure either the president, treasurer, secretary or new member educator has updated the newly elected officers in Officer Portal.
4. Collect all chapter property that the retiring treasurer has been using, e.g., ledgers, checkbooks, software, supplies, records, contracts.

THE FINANCE COMMITTEE

As treasurer, you are chairman of the chapter's finance committee. The committee is composed of you, the chapter advisor, President, Vice President, and Assistant Treasurer.

The finance committee determines all dues, fees and other sources of income for the chapter, as well as appropriates funds for all expenditures. The committee is your counsel on all financial matters and should be well informed. These officers should also be your allies in enforcing fiscal policies of the chapter.

It is important for the finance committee to meet regularly, usually every other week. It is advantageous for the committee to meet immediately prior to chapter meetings. The assistant treasurer should serve as secretary of the committee and keep complete minutes of business conducted. The minutes should be kept in permanent form so they may be referred to at a later date if needed. The minutes should contain such actions as approval of expenditure of funds, adoption of preliminary and final drafts of the budget, consideration of unpaid members' accounts, and recommendations of chapter action for members whose accounts are unpaid for thirty days or more. The minutes are always signed by the secretary (assistant treasurer) and approved by the chairman (treasurer). Petitions for waiver of fines on delinquent accounts should be attached in the minute book immediately following the minutes of the meeting at which they were considered. A sample of the finance committee's minutes and a sample waiver petition are located in Appendix A and B respectively.

Financial matters should be taken to the finance committee and not to the chapter. In chapter meetings, the president should refer all items of business involving the expenditure of chapter funds to the finance committee, and in no instance should he entertain a motion which would encroach upon the authority of the committee. Neither may the treasurer or any other member of the chapter, without special authorization of the finance committee, approve expenditures not covered by the budget. The active chapter may, if it desires, make recommendations to the finance committee, either informally or by a motion voted upon in meeting.

The first meeting of each month should be devoted to unpaid members' accounts and consideration of written petitions for waiver of the 10 percent fine. Only the chapter advisor, upon recommendation of the finance committee, may waive the 10 percent fine, which is constitutionally imposed. During this meeting unpaid members should be interviewed in order to determine their reasons for nonpayment. If unpaid balances cannot be collected in full, a promissory note should be prepared and signed, spelling out specific amounts and due dates for payment. The finance committee can be quite helpful in keeping your accounts receivable under control.

The second meeting per month should be devoted to review of the previous month's financial report before it is sent to the Central Office. You should explain the report and discuss such figures as cash position, year-to date gain or loss, budget comparison and revenues or expenses out of balance with the budget. It is at this meeting that spending control should be exercised as well as adjustments, up or down, made to the budget.

While the frequency of finance committee meetings is flexible, it is doubtful that the committee can efficiently handle all of its business in less than two meetings a month. Handling petitions, reviewing reports, discussing appropriations and hearing requests for money for chapter purchases all take time. Make sure you give yourself and the committee the time required to allow everyone a fair hearing and to manage efficiently. In order to assist you, the finance committee must have information contained in your monthly financial reports. Have the reports available on time.

ORGANIZING THE TRANSITION

As a business operation, a fraternity chapter is at a disadvantage because of the high turnover rate of its major executive officers. However, a chapter advisor, good records, the finance committee and assistant treasurers all help increase the continuity of a chapter's financial operation.

Perhaps you now find yourself at the financial helm of your chapter wondering exactly what the Fraternity expects of you. You may have also assumed office lacking any formalized transition. A shoebox full of receipts and a pat on the back may be all that you received following elections. On the other hand, perhaps you're stepping into a position with a long history of stability in the chapter. Perhaps even another scenario, where an outside accountant spends time "crunching" the numbers for you is the reality you face.

In whatever situation that befalls you right now, possibly the single most important aspect of your job is a sound transition. Although this may not have been the case with you, you can assure this continuity by electing an assistant to aide you in your work. Ultimately, your charge is to train a potential successor, thus assuring the chapter of continuing high quality business and chapter management. The Fraternity's Constitution and Bylaws require the election of an assistant treasurer. The Fraternity recommends an assistant treasurer be elected by the chapter or selected by the finance committee. The following information outlines a plan for the training of the Assistant.

Generally, chapter treasurers are elected in their sophomore or junior year and assistant treasurers are elected in their freshman or sophomore year.

While seeking an assistant treasurer, look for the same qualities which are desirable in a treasurer. Normally, the assistant should eventually be elected treasurer, but only if he has learned the job and is qualified. Above all, an assistant should be interested in the job.

The following is an outline of duties designed for an assistant. Of course, these duties may be adapted to suit your particular chapter needs and conditions.

ASSISTANT TREASURER:

The assistant will perform detailed duties and will require close guidance and supervision on your part. When a man becomes the assistant, his duties should be gradually increased so that he is ready to do the last monthly report of your term. The following schedule of duties is suggested for an assistant.

FEBRUARY (OR FIRST MONTH OF SERVICE)

1. Read this treasurer's manual to ensure an understanding of treasurer responsibilities.
2. Assist the Treasurer with updating officers and reporting any member status changes via Officer Portal.
3. Attend finance committee meetings.

MARCH

1. Review the Monthly Financial Reports (MFRs) of the chapter.
2. Assist the treasurer with reporting any new initiates via Officer Portal
3. Assist the treasurer in working with administrative committee chairmen to draft committee budgets and assist with preparation of the draft of next year's annual chapter budget.
4. Attend finance committee meetings.

APRIL

1. Assist with preparation of member dues invoices and collections.
2. Assist with preparation of next year's final annual budget.
3. Attend finance committee meetings.

MAY, JUNE AND JULY

1. Assist the treasurer as requested during the summer.

August

1. Assist with preparation of member dues invoices and collections.
2. Assist the treasurer with making member status changes and reporting any new members via Officer Portal.
3. Attend finance committee meetings.

SEPTEMBER

1. Assist with preparation of member dues invoices and collections.
2. Assist the treasurer with making member status changes and reporting any new members via Officer Portal.
3. Assist the treasurer with completing the chapter roster confirmation report via Officer Portal.
4. Attend finance committee meetings.

OCTOBER

1. Assist with preparation of member dues invoices and collections.
2. Balance chapter's check book.
3. Assist the treasurer with entering chapter expenses.
4. Attend finance committee meetings.

NOVEMBER

1. Prepare member dues invoices and assist with collections.
2. Balance chapter's check book.
3. Assist the treasurer with reporting new initiates via Officer Portal.
4. Assist the treasurer with entering chapter expenses.
5. Assist the treasurer with the monthly financial report (MFR)
6. Attend finance committee meetings.

DECEMBER

1. Prepare member dues invoices and assist with collections.
2. Balance chapter's check book.
3. Enter chapter expenses.
4. Prepare the monthly financial report (MFR).
5. Attend finance committee meetings.

JANUARY

Work with the treasurer on all aspects of the treasurer's responsibilities so that you are trained and completely ready to assume the Treasurer's role upon election to the position.

REVENUE MANAGEMENT

If you take nothing else from this part of the manual, remember the following billing procedure:

- Invoices are sent to members on the first of each month
- Invoices must be paid by the 10th of the month or a fine of 10 percent shall be imposed
- Members whose accounts are unpaid by the 15th shall be denied all house privileges
- Any invoice more than 30 days late can result in the member being brought up for expulsion

This is the 1-10-15-30 plan. It is required of all chapters by the Fraternity's Bylaws. More importantly, it establishes consistency and expectations within the chapter. When you use and enforce the 1-10-15-30 plan, your job as treasurer will be much easier.

The problems created by those members who do not pay their bills on time can typically be reduced or eliminated by consistent use and enforcement of the 1-10-15-30 plan.

From a human relations standpoint, perhaps the most difficult part of being treasurer is enforcing policies and procedures. If a strict collections policy is already enforced and is the culture in your chapter, then you are fortunate you will not have to lay this groundwork. If collection of house bills has been haphazard, then you will have your work cut out for you. You will need to immediately implement the 1-10-15-30 plan and use your finance committee to change the culture.

Consider member account collections from this viewpoint. A fraternity experience should include the opportunity to learn more about and experience the responsibilities most people face after college. One of the responsibilities considered most important in society is prompt payment of bills. What would be the consequences of three or four months of rent not being paid, or car payments, or utilities? Insist that financial accountability becomes a group effort and expected norm in the chapter and this will help you and chapter members be prepared for responsibilities after graduation.

From a purely practical standpoint, your chapter cannot afford to risk its financial stability because of a cash shortage which resulted from a careless collections policy. Many chapter members resent having their money paying someone else's share of the chapter's bills. "Brotherhood" does not mean owing the chapter money. In university housing, students must pay their room and board bills -- usually in advance. The residence hall could not operate as a lending agency, and the chapter is in no better position to loan money informally to its members. There are loan funds from the government, local banks and many universities for students who are unable to pay their chapter bill. The finance committee should encourage unpaid members to investigate these sources of funds rather than, in effect, borrowing the money from the chapter.

Too many treasurers feel they are the only member of the chapter charged with the duty of collecting bills and end up with a frustrating, exhausting and thankless job. The chapter advisor and president should be your greatest sources of help, and you should keep them informed of the status of delinquent members. Post a list of unpaid member balances in the house or chapter meeting space and read the list in chapter meetings.

Chapter members themselves can be a source of great peer pressure if you succeed in mobilizing them behind you. The other members of your finance committee should also be informed and assigned to talk with unpaid members.

Strict application of the 10 percent fine, as specified in the Bylaws, can be an effective incentive to get bills paid on time. In difficult cases, you can, of course, resort to writing or calling parents and suspending privileges. Some universities will withhold grades and registration of delinquent members. This is referred to as an encumbrance policy.

If a member owes money at the end of the school year, be sure to secure a promissory note from him. Then be sure to follow up and collect payments during the summer. In no case should a member be allowed to return to the chapter in the fall if he has an unpaid balance.

Each delinquent account is different. Consider each individual involved before deciding your course of action. Pressuring the individual's parents may work in one case, whereas suspension of all social and voting privileges may prove effective in another. The best prevention of high accounts receivable is an understanding by all members that each must pay his share and pay it on time.

Once you are committed to collecting all accounts receivable, you must, with the backing of the finance committee, communicate guidelines and expectations for bill payment to the chapter. Your policies and procedures must be applied to everyone without exception. This applies to those who "forgot" to pay, those who ignore their responsibility, and those who cannot pay, for any legitimate reason, within the allotted time.

A complete explanation of the meaning and extent of financial responsibilities, from initiation to graduation, to the new member class will help make financial responsibility on the part of chapter members a tradition.

For non-current accounts, including members who have graduated, dropped out of school, transferred or depledged owing money, the treasurer and finance committee should pursue collection. Verify the person actually owes the money by examining chapter financial records and determining when and for what (rent, board, etc.) the balance was incurred. A series of letters, each with a specified action date, should be sent to the person who may be affected. The first letter should indicate what your records show and request the person cooperate in verifying this information and clearing his account. If no reply is received, a second letter should be sent via certified mail again stating the amount due and the intentions of the chapter if the account is not settled. If still no reply is received, the account should be turned over to a collection agency, an alumnus in the legal profession, or handled through small claims court.

If all means of collecting these accounts have been exhausted, accounts which meet certain conditions may be turned over to the Arch Chapter for expulsion of the member. Contact the Central Office for details on how to proceed in obtaining Central Office and Arch Chapter assistance in expelling an alumnus.

EXPENSES AND BUDGETING

As a newly elected treasurer, you will not be concerned immediately with preparing a budget, but you will be operating for a few months under the budget prepared by your predecessor.

You should immediately compare actual revenue and expenses with budgeted revenue and expenses to determine where the chapter finances are meeting or under-performing expectations. Is the present budget accurate, or do you need to make adjustments? Have actual revenue figures matched budgeted revenue? How closely do actual expenses follow budgeted expenses? If there are items out of line in either revenue or expenses, the reasons should be determined. Some of the items may be correctable immediately; others may require long-range efforts. If, for instance, the chapter has a number of empty beds causing a big loss in the house fund, it may not be possible to correct the situation until next semester. While you may be able to persuade a few out-of-house members to move in, your efforts should be devoted to ensuring a full shelter the following term through enforced housing contracts.

If the chapter is spending over the budget for variable expenses such as recruitment, social and food, it may be possible, after careful study, to cut some costs immediately. When your problems involve overspending on both fixed expenses and variable costs, you should work with the finance committee and advisor(s) to develop long range plans to eliminate the sources of these problems.

Low membership/insufficient manpower can be a major cause of serious financial difficulty. Without enough men to support a full chapter program, a chapter can experience financial problems which ultimately result in a loss of morale and a generally depressed attitude toward the chapter. The situation can soon become an endless circle. Insufficient manpower means a lack of money. Lack of money results in reduced chapter services and programs which hurt morale and attitude. Low morale and attitude often lead to low achievement which results in a continuing lack of manpower.

If low membership exists in your chapter, every member should be aware of and concerned about the problem. Encourage the chapter to attack its problem by first determining its cause. The cause may lie within the chapter, the fraternity system on campus, or both. The solutions may require significant changes in chapter programming. In any event, the success of your chapter business operation depends on adequate membership, and you must help the chapter focus on growing membership to support necessary programs and services.

As you work with the current budget, you should begin formulating ideas about the budget you will prepare for the next school year. The preliminary draft must be completed by April 1 and submitted to the Central Office for review and comment. Comprehensive instructions for developing the budget are available from your chapter consultant. This, in addition to any orientation you have had from the previous treasurer, should provide you with the knowledge necessary to determine the various items. Delegate to your assistant treasurer the role of working with the administrative committee to develop committee budgets. By March 1 have each committee chairman submit a detailed budget for his committee.

Having committee chairmen submit requests for budget allocations will help you determine how much each area of operation will need and will give each chairman an idea of how much he will have to spend. The more members who have an understanding of how and why funds are appropriated, the more likely they are to "buy in" to the budget and support responsible spending. Early communication and guidelines will stimulate chairmen to formulate plans and budgets for their committees.

The monthly financial report, especially the budget comparison section, will be invaluable as you prepare your new budget. If you do not have performance data for the previous year, your efforts to allocate expenses will be hit or miss at best. Remember, however, that in the present economy, you cannot realistically base future expense estimates on past experience. Inflation drives up the cost of goods and services each year. The cost of some items, particularly food, is always increasing.

A chapter cannot continue year after year with the same revenue and still provide quality programs and services. It is vital for you, the finance committee, and the chapter to recognize the effects of inflation on chapter operations and consider raising dues as necessary to meet needs and expectations.

Once you have estimated amounts for each budget line item, the finance committee should assist you with preparing the final draft of the preliminary budget. After you receive commentary on your budget from the chapter consultant, you should again meet with the finance committee to prepare a final budget. The final budget is to be submitted to the Central Office via DeltsConnect no later than May 1.

The value of a realistic budget as a plan for operations cannot be overemphasized. When you are responsible for the collection and disbursement of sizable sums of money, it is unthinkable to begin the fiscal year without a plan.

HOW TO USE YOUR BUDGET

The budget is a tool to be used in everyday decision making. Your budget is not sacred; it can and should be revised and updated as the need arises. Conscientiously using and changing the budget will help you manage your chapter's finances successfully.

The budget has two parts: projected revenue and projected expenses. Revenue must exceed expenses. At this point, the budget is purely theoretical. To make the budget a practical working guide, budgeted amounts must be compared with actual revenue and expenses.

At one finance committee meeting each month, preferably the one at which the monthly financial report is reviewed, the budget should be reviewed. First, look at the projected revenue figures. Are actual monthly and year-to-date revenue figures in each fund under or over the budgeted projections? Next, look at the projected expense figures for the funds, each of which must be self sustaining. Which funds are actually spending more or less than you projected in the budget? Now look at actual revenue and expense figures. Does revenue exceed expense? Do not be misled by an excess of actual revenue over expense. The excess may be needed in following months to offset losses.

With actual versus budgeted comparison data, you are ready to determine why the numbers are what they are and perhaps modify the budget. If there is a difference between actual and budgeted revenue, why does that difference exist? You likely have more or fewer men than those for whom you budgeted. If you have more, your actual billed revenue should be more than budgeted revenue. If you have fewer men than you budgeted for, the budgeted revenue and actual revenue are probably running behind expected. Unfortunately, many chapters keep spending by using a budget which provides for more revenue than they actually have. This is a financial disaster in the making and will certainly lead to the need for a year-end assessment.

If actual revenue is not in alignment with budgeted revenue, change the budget to reflect actual conditions for the month in which the change occurred and re-project conditions for the following months.

Once the revenue side of the budget is back in alignment with reality, you must proceed to the expense side. Some expenses – rent, internet, cable, etc. - are fixed costs and won't change but maybe once a year, but other expenses - food, recruitment, social, etc. -- are variable and the amount spent in those areas can change based on needs and conditions. Based on your new revenue projections, revise the budget for the variable expense items. With revised revenue and expense budget lines, you will be better able to make appropriate daily spending decisions.

By now you may be asking, "How do you control the expense side of the operations?" The answer to this question and the secret to successful financial management is control of spending before the money is spent. Who spends money in your chapter? You write the chapter checks, of course, but are the checks usually written after the money is spent?

The key issue is who has control over the buying of all products and services from paper supplies to third party vendors. If you, as treasurer, and the finance committee do not have such control, then you cannot be an effective manager of your chapter's funds. If any member of the chapter can walk into a business in town and charge an item, regardless of how large or small, to the chapter, you cannot possibly have control over chapter expenditures.

The most effective way to control expenditures is through a system of check requests. Under this system, any chapter member desiring to spend chapter funds for any purchase completes a check request detailing the item(s) to be purchased, the cost and the vendor. The request is submitted to the treasurer who writes a check if the expenditure is for a budgeted item. If the check request is for a non budgeted item, the treasurer refers the request for expenditure to the finance committee. If the finance committee approves a non budgeted expenditure, the treasurer writes the check.

HOWEVER, NOTHING IS PURCHASED WITHOUT A CHECK REQUEST.

By requiring a check request for every purchase, members learn to anticipate their needs and determine the cost of each item before the item is actually purchased. You use your budget to help you decide the items for which you can immediately write a check and the items you must refer to the finance committee. If your cash position is weak, you can refer all requests to the finance committee.

If your chapter is not already using a check request system, by all means install one, and educate chapter members on how it works.

In summary, the budget is a management planning tool to help you be successful as a treasurer. It is your responsibility to ensure the chapter is fiscally sound. This simply means that you must take in more money than you spend.

REPORTING TO THE CHAPTER

In order for the chapter to understand its current financial condition and support fiscal policies, communication between you and the chapter must be frequent and comprehensive. The treasurer's report must be on the agenda for every chapter meeting. In reporting to the chapter, be sure you are prepared and that what you say is specific and informative.

Every member is interested in knowing where and how his money is spent and rightfully so. On the other hand, it can be difficult to explain a monthly financial report to the average member without confusing him. It can also be difficult to explain financial operations orally. Extracting the "vital statistics" of financial operations from monthly reports and briefly forecasting future operations will permit you to inform without confusing the chapter. The following items are examples of information to be reported:

- Amount billed and collected.

EXAMPLE: Dues Billed: \$2,345.50 Amt. Collected: \$2,016.25

- Unpaid members and amount each owes (i.e. Accounts Receivable).
- Bank balance and amount owed for unpaid bills (i.e. Accounts Payable)

EXAMPLE: Cash on hand: \$1,097.50 Accounts Payable: \$474.25

- Actual year-to-date gain/loss.

EXAMPLE: Revenue: \$12,801.50 Expenses: \$12,370.95 Gain: \$430.55

- Budgeted year-to-date gain/loss.

EXAMPLE: Budgeted Revenue: \$13,600.50 Expenses:\$12,870.25 Budgeted Gain: \$730.25

Note: In this case, the chapter has collected \$799.00 more than budgeted and has spent \$499.30 more than budgeted leaving an actual gain of \$299.70 more than budgeted to date.

- Explain why major revenue and expense items are favorable or unfavorable to budget. Explain what steps are being taken or what adjustments have been made to keep the chapter finances strong.

It is important to have this basic data on paper for you and the chapter's reference. Make at least four copies of this monthly summary -- one for posting in the shelter, one for the president, one for the advisor, and one for your files.

After each finance committee meeting, you should report the business transacted to the chapter. Based on committee minutes, some of the information may be summarized, but the entire chapter should be fully informed of the major business matters discussed by the finance committee. A copy of the minutes of each meeting should also be available to any chapter member who wants to read them.

Communication is an important part of your job. You are managing funds which the other chapter members have entrusted to you. Some members will show more interest than others in how their funds are appropriated, but everyone deserves to know how the money is being used. Be candid, honest and current in your reports. You will not help yourself or the chapter in the long run by delaying unpleasant news. Unfavorable trends and measures to counteract them should not be delayed or kept secret. A surplus, or favorable trend, on the other hand, does not automatically call for increased spending. The more you demonstrate to the chapter you are capably managing the business operation, the more the chapter will support your fiscal policies and procedures.

RELATIONS WITH ALUMNI OFFICERS

Establish contact with your advising team members and house corporation officers, and stay in close contact with them throughout your term in office. These officers are typically businessmen and women and will be able to advise you on chapter financial matters.

So that the house corporation treasurer is aware of the chapter's financial position, you should send him a copy of the monthly financial summaries you prepare for the chapter. The house corporation officers, chapter officers and volunteer advisory team each have a common goal and responsibility, and that is to provide the best possible housing and operating conditions for the undergraduate chapter. Just as you expect the alumni to be aware of your chapter's financial picture and any problems you are experiencing, you must likewise stay in touch with alumni officers, understand their financial needs and commitments, and be in a position to apprise the undergraduate chapter of their matters. You must understand the house corporation's business issues of maintaining a Shelter for the chapter and be able to relate and communicate these to your membership.

HANDLING NEW MEMBER, INITIATION, AND ANNUAL DUES

The treasurer should ensure each new member and initiate has paid his dues in full prior to the respective ceremony and that all reporting is done through Officer Portal. The dues must be sent to the Central Office within 48 hours of the ceremony. Upon receipt of the new member report through Officer Portal, the Central Office will send out educational materials and pledge pins to the chapter. Upon receipt of the initiation report, the Central Office will order membership certificates, and upon receipt, will send out the certificates and initiate badges to the chapter.

Annual dues should be billed to members and collected the first month school is in session in the fall. If your chapter starts school in August, you must report member changes on Officer Portal by Sept. 5, complete a roster confirmation report by Sept. 15, and pay annual dues by Sept. 30. If your chapter starts school in September, you must report member changes on Officer Portal by Oct. 5, complete a roster confirmation report by Oct. 15, and pay annual dues by Oct. 31.

SUMMARY

You should now understand what is expected of a chapter treasurer. Now it is a matter of performance. You will either take pride in your job and carry out your duties and responsibilities well or you will not. There is not a “gray” area when it comes to finances. The role and influence you have in your chapter’s overall success or the consequences of your failures will be quite apparent.

If you view your chapter as a business and yourself as its business manager, and if you consistently apply your knowledge, work hard, ask questions and hold yourself and others accountable, you should not experience great difficulty. If, on the other hand, you make exceptions to the rules, procrastinate in completing your work, attempt shortcuts, or don’t put in the effort, you and your chapter will suffer the consequences. If and when you have questions, your chapter consultant, chapter advisor, alumni volunteers and the Central Office staff are all available to assist you.

APPENDIX

Sample Finance Committee Minutes

Chapter: Alpha

Date of Meeting: February 12, 2013

Members of Finance Committee Present: *Patrick Gibbons, treasurer, Jim Schillaci, assistant treasurer; James Hise, president; Dan Henderson, vice president; Hank Ingram, chapter advisor. Others present: D. J. Hodge, social chairman.*

Minutes

The meeting was called to order at 7:30 p.m. by Chairman Gibbons. Minutes of the meeting of January 15, 2013, were read and approved.

Chairman Gibbons reported on the financial condition of the chapter stating that both revenue and expense are closely following budget projections with the exception that the social committee had exceeded its budget by \$250 for the month of January. A discussion of the social programs followed. Social Chairman Hodge was directed to curtail social activities so that expenditures in that committee stay within the budgeted allotment.

On a motion made by Schillaci, seconded by Henderson and approved unanimously, it was agreed the chapter should enter into a composite contract totaling \$1,495 for next fall's chapter composite.

The petition of Rob Flint (attached) for waiver of the 10% fine on his unpaid account of \$125 was considered. The petition was denied, and Chairman Gibbons was directed to notify Rob immediately that the \$125 balance plus the 10% fine of \$12.50 must be paid by February 15.

The petition of Steve Burke (attached) for waiver of the 10% fine on his unpaid account of \$90.00 was presented. The petition was granted on the grounds that Burke's check from his parents had been lost in the mail. Chairman Gibbons was directed to inform Burke of the good news with the stipulation that his account must be paid in full by February 20. The committee's action was approved by Chapter Advisor Ingram.

The meeting was adjourned at 8:20 p.m.

Delinquent Members' Accounts Acted Upon at This Meeting:

| | |
|----------|-------------|
| \$125.00 | Rob Flint |
| \$ 90.00 | Steve Burke |

Secretary of Finance Committee

Approved:

Chairman

Sample Petition to the Finance Committee

Chapter: Chapter Name

Date: Month, Day and Year

Member's Name: First, Middle Initial, and Last Class: Year

Total amount billed to member for month of Month \$ Amount

Unpaid balance from previous month \$ Amount

Total amount due this month \$ Amount

Total payment made this month \$ Amount

Total unpaid balance of account \$ Amount

To the Finance Committee: I, the undersigned, petition for remission of the 10% fine on the above unpaid balance of my account, for the following reasons:

Give reason(s) why you want the 10% fine waived

Full payment of the unpaid account will be made on or before: Month, Day, and Year

Signed: _____

DO NOT WRITE BELOW THIS LINE (CHAPTER FINANCE COMMITTEE USE ONLY)

Petition acted upon at meeting of Month, Day, and Year

Action of Finance Committee: What action was taken on behalf of the Committee

Approved: _____
Secretary of Finance Committee / Chapter Advisor

Sample Finance Committee Agenda

- I. Roll Call
- II. Treasurer's Report
- III. Review of prior week's minutes for old business
- IV. Adopt prior week's minutes
- V. Hearing of any petitions for waiver of fines
 - a. Hearings
 - b. Discussion
 - c. Vote
- VI. Review of the MFR
 - a. Accounts Receivable
 - b. Profit & Loss
 - c. Budget vs. Actual
- VII. Review of past due accounts
- VIII. Approval of expense requests
- IX. Budget planning (if appropriate)
- X. New Business
- XI. Advisor Remarks
- XII. Adjournment

Sample Letter to Delinquent Member or Alumnus

Date

Mr. John Delt
1832 Reed Street
Shamrock, Maine 04204

Dear Brother Delt:

 Name , Treasurer of Greek designation of Chapter Chapter of Delta Tau Delta Fraternity, of which I am an active alumnus, has contacted me relative to your outstanding account with the chapter. Attached you will find an itemized statement of the account due to the chapter for the various activities enumerated on the bills themselves.

As you know, the vitality of our chapter depends on the responsibility of all members of the chapter in meeting their obligations. Unfortunately, it has been called to my attention that you have failed to meet yours with regards to the balance due of \$ Amount .

Therefore, the chapter has asked me to contact you to inform you that it will be necessary for us to do everything necessary to collect the above amount. It is our hope that you will contact me and arrange to settle this amount without further action being necessary.

If you have questions concerning the amount owed, please get in touch, and if not, we will expect your prompt attention to their request.

With best regards.

Sincerely,

Chapter Advisor

PROMISSORY NOTE

STATE OF _____

DATE: _____, 20__

I, the undersigned, being over eighteen (18) years of age, do hereby acknowledge my indebtedness to _____ Chapter of Delta Tau Delta Fraternity, a fraternal association, in the amount of \$_____. Said indebtedness (to include any further debt in addition thereto incurred by me) shall be paid as follows: _____

It is acknowledged that time is of the essence. If default is made in the payment of any of the aforesaid installments, or any part thereof, as and when the same shall become due and payable, then the unpaid balance of the aforesaid principal sum, at the option of the holder hereof, shall become due and payable immediately, without notice. In the event of such default and the acceleration of the unpaid balance, said amount shall bear interest at the rate of ten percent (10%) per annum from the date of such default until paid. If said indebtedness is collected by law or through an attorney at law, the undersigned agrees to pay all costs of collection, including reasonable attorney fees and paralegal expenses. The undersigned waives demand, presentment, protest, notice of protest, and notice nonpayment and dishonor. This Note is to be construed in all respects and enforced according to the laws of the above-captioned State. The undersigned may prepay this Note at any time without penalty. No delay or omission on the part of the holder hereof in the exercise of any right or remedy shall operate as a waiver thereof, and no single or partial exercise by the holder hereof of any right or remedy shall preclude other or further exercise thereof or of any other right or remedy.

The undersigned hereby irrevocably makes, constitutes and appoints the Treasurer of said Chapter as his true and lawful attorney for purposes of service of process as to any proceeding brought under this Note. Said attorney-in-fact and agent for service of process shall upon such service deliver to the last known address of the undersigned by mail, any such process or notices; service upon said attorney-in-fact being acknowledged as service upon the undersigned.

Signed and delivered at _____, _____ on the day and year above written.

Signature: _____

Printed: _____

Home Address: _____

Social Security Number: _____ Home Telephone Number: _____

Sample MFR
Profit & Loss
 July 1 - December 16, 2011

| | Total |
|--------------------------------|---------------------|
| Income | |
| Revenue | |
| 440 General Fund Dues | |
| Revenue | 14,580.00 |
| 471 Pledge Dues | |
| Revenue | 3,252.50 |
| 472 Initiation Dues | |
| Revenue | 6,594.50 |
| 473 Annual Dues Income | |
| Revenue | 5,160.00 |
| 486 Fundraising | |
| Revenue | 901.00 |
| Total Revenue | \$ 30,488.00 |
| Services | 2,530.75 |
| Total Income | \$ 33,018.75 |
| Gross Profit | \$ 33,018.75 |
| Expenses | |
| 771 Pledge Dues Expense | 1,782.50 |
| 772 Initiation Dues | |
| Expense | 5,995.00 |
| 773 Annual Dues Expense | 4,920.00 |
| 776 Insurance/Risk | |
| Management | 4,125.50 |
| General Fund Expenses | 1,546.13 |
| 741 Recruitment | 3,297.93 |
| 742 Social | 2,914.58 |
| 744 Member Education | 75.00 |
| 746 Community Service | 1,249.60 |
| 749 Composite | 1,585.70 |
| 750 Alumni Relations | 795.76 |
| 751 Ritual Equipment | 174.49 |
| 756 Fundraising | 566.88 |
| 758 General Fund | |
| Miscellaneous | 1,514.07 |
| 759 Gen Fund Dues | |
| Prepay Discount | 348.00 |
| 762 Public Relations | 187.11 |
| 764 Homecoming | 661.39 |
| Total General Fund | \$ 14,916.64 |
| Expenses | \$ 14,916.64 |
| Shelter Fund Expenses | |
| 520 House & Grounds | 778.68 |
| Total Shelter Fund | \$ 778.68 |
| Expenses | \$ 778.68 |
| Total Expenses | \$ 32,518.32 |
| Net Operating Income | \$ 500.43 |
| Net Income | \$ 500.43 |

A/R Aging Summary

As of December 16, 2011

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | 91 and over | Total |
|----------------------------------|----------------|--------------------|--------------------|------------------|------------------|--------------------|
| Active - Amie, Patrick | | 5.00 | 22.00 | | | 27.00 |
| Active - Barbier, Ross | | 60.00 | 75.00 | 40.00 | | 175.00 |
| Active - Barras, Bryce | | 35.00 | | | | 35.00 |
| Active - Black, Benjamin | | 135.00 | 70.00 | 69.00 | 16.00 | 290.00 |
| Active - Borgstede, Blake | | 10.00 | | | | 10.00 |
| Active - Carter, Hunter | | 60.00 | 40.00 | 59.68 | | 159.68 |
| Active - Causey, Timothy | | 25.00 | | | | 25.00 |
| Active - Colletti, Brandon | | 85.00 | 70.00 | 60.00 | | 215.00 |
| Active - Doran, Ian | | | -5.00 | | | 0.00 |
| Active - Duplantier, John | | 25.00 | | | | 25.00 |
| Active - Foster, David | | 50.00 | 10.00 | 10.00 | 20.00 | 90.00 |
| Active - Franco, Jorge | | 60.00 | 82.00 | 93.00 | | 235.00 |
| Active - Fredericks, Donovan | | -60.25 | | | | 0.00 |
| Active - Gonzales, Ivy | | 25.00 | 269.75 | | | 294.75 |
| Active - Harpster, Scott | | 5.00 | | | | 5.00 |
| Active - Hayes, Kegan | | 14.75 | | | | 14.75 |
| Active - Jackson, Rob | | 85.00 | 107.00 | 60.00 | | 252.00 |
| Active - Kadinger, Logan | | | -18.25 | | | 0.00 |
| Active - Kraus, David | | 185.00 | 70.00 | | | 255.00 |
| Active - Leggett, Jordan | | 25.00 | 22.00 | | | 47.00 |
| Active - Morgan, Jayse | | 6.75 | | | | 6.75 |
| Active - Payton, Sean | | 85.00 | 82.00 | | | 167.00 |
| Active - Rivas, Michael | | -5.00 | | | | 0.00 |
| Active - Roberts, John | | 85.00 | 70.00 | | | 155.00 |
| Active - Salcedo, Rafael | | 185.00 | 70.00 | 84.00 | 77.00 | 416.00 |
| Active - Schoultz, Grant | | 25.00 | | | | 25.00 |
| Active - Simoneaux, Chris | | 70.00 | | | | 70.00 |
| Active - Stoufflet, Jeremy | | 85.00 | 20.00 | | | 105.00 |
| Active - Summers, Branden | | | 15.00 | | | 15.00 |
| Active - Williams, Jacob | | 4.75 | | | | 4.75 |
| Alumni - Kron, Anthony | | | | | 114.00 | 114.00 |
| Alumni - Lawson, Chris | | | | | 32.00 | 32.00 |
| Alumni - Spencer, Clifton | | | | | 264.00 | 264.00 |
| Alumni - Thimpson, Joshua | | 60.00 | | | | 60.00 |
| New Member - Dansby, Robert | | 25.00 | 369.75 | | | 394.75 |
| New Member - Gautreau, Austin | | 16.00 | 459.25 | | | 475.25 |
| Suspended - Halmz, Ryan | | | 116.00 | | | 116.00 |
| Suspended - Thompson, James | | | | | 393.75 | 393.75 |
| Suspended - Wesley, Danny | | | | | 52.00 | 52.00 |
| TOTAL | \$ 0.00 | \$ 1,537.25 | \$ 2,039.75 | \$ 475.68 | \$ 968.75 | \$ 5,021.43 |

Budget vs. Actual

| Iota Delta | | | | | | | | | | | | |
|---|----------------|--------------------|---------------------|--------------|----------------|----------------|----------------|-------------|----------------|----------------|----------------|-------------|
| Budget vs. Actuals: Aug 2009-July 2010 - FY10 P&L | | | | | | | | | | | | |
| July 2009 - June 2010 | | | | | | | | | | | | |
| | Apr 2010 | | | | May 2010 | | | | Jun 2010 | | | |
| | Actual | Budget | Over Budg | % of Budget | Actual | Budget | Over Budg | % of Budget | Actual | Budget | Over Budg | % of Budget |
| Income | | | | | | | | | | | | |
| Revenue | | 0.00 | 0.00 | | | 0.00 | 0.00 | | | 0.00 | 0.00 | |
| 440 General Fund Dues Revenue | | 0.00 | 0.00 | | | 0.00 | 0.00 | | | 0.00 | 0.00 | |
| 471 Pledge Dues Revenue | | | 0.00 | | | | 0.00 | | | | 0.00 | |
| 472 Initiation Dues Revenue | | 1,800.00 | -1,800.00 | 0.00% | | 0.00 | 0.00 | | | 0.00 | 0.00 | |
| 490 Non-Operating Fund Dues Revenue | | 0.00 | 0.00 | | | 0.00 | 0.00 | | | 0.00 | 0.00 | |
| Total Revenue | \$ 0.00 | \$ 1,800.00 | -\$ 1,800.00 | 0.00% | \$ 0.00 | \$ 0.00 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| Total Income | \$ 0.00 | \$ 1,800.00 | -\$ 1,800.00 | 0.00% | \$ 0.00 | \$ 0.00 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| Expenses | | | | | | | | | | | | |
| 771 Pledge Dues Expense | | 0.00 | 0.00 | | | 0.00 | 0.00 | | | 0.00 | 0.00 | |
| 773 Annual Dues Expense | | 0.00 | 0.00 | | | 0.00 | 0.00 | | | 0.00 | 0.00 | |
| 774 Division Dues | | 0.00 | 0.00 | | | 0.00 | 0.00 | | | 0.00 | 0.00 | |
| 776 Insurance/Risk Mangement | | | 0.00 | | | | 0.00 | | | | 0.00 | |
| General Fund Expenses | | 0.00 | 0.00 | | | 0.00 | 0.00 | | | 0.00 | 0.00 | |
| 741 Recruitment | | 50.00 | -50.00 | 0.00% | | 0.00 | 0.00 | | | 0.00 | 0.00 | |
| 742 Social | | 0.00 | 0.00 | | | 0.00 | 0.00 | | | 0.00 | 0.00 | |
| 746 Community Service | | 50.00 | -50.00 | 0.00% | | 0.00 | 0.00 | | | 0.00 | 0.00 | |
| 747 Division Conference | | 0.00 | 0.00 | | | 0.00 | 0.00 | | | 0.00 | 0.00 | |
| 750 Alumni Relations | | 0.00 | 0.00 | | | 0.00 | 0.00 | | | 0.00 | 0.00 | |
| 758 General Fund Miscellaneous | | | 0.00 | | | | 0.00 | | | | 0.00 | |
| 758b Quickbooks Fee | | 0.00 | 0.00 | | | 0.00 | 0.00 | | | 0.00 | 0.00 | |
| Total 758 General Fund Miscellan | \$ 0.00 | \$ 0.00 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| Total General Fund Expenses | \$ 0.00 | \$ 100.00 | -\$ 100.00 | 0.00% | \$ 0.00 | \$ 0.00 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| Total Expenses | \$ 0.00 | \$ 100.00 | -\$ 100.00 | 0.00% | \$ 0.00 | \$ 0.00 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| Net Operating Income | \$ 0.00 | \$ 1,700.00 | -\$ 1,700.00 | 0.00% | \$ 0.00 | \$ 0.00 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| Net Income | \$ 0.00 | \$ 1,700.00 | -\$ 1,700.00 | 0.00% | \$ 0.00 | \$ 0.00 | \$ 0.00 | | \$ 0.00 | \$ 0.00 | \$ 0.00 | |

Note this report only shows three months of data to save space. Your report should have all twelve months included.

Form 990-N Filing Instructions (2011 Tax Year example)

This document intends to serve as instructions for chapter treasurers who need to file the Form 990-N for Delta Tau Delta Fraternity chapters. This document will provide step by step instructions to complete the Form 990-N. Annually submitting a Form 990, Form 990 EZ or Form 990-N is required of all nonprofits. First, you should prepare a few things.

- 1) You must have your EIN number. This was given to you when you filed online. The IRS also sends annual electronic reminders to file a version of the Form 990 every year. Your EIN number is on that letter.
- 2) You must have an internet connection as this tutorial only walks through E-filing of the Form 990-N.
- 3) Your gross receipts (all money you brought in from all activities) must be less than \$50,000. If your receipts are greater than \$50,000, you must file the Form 990 EZ or the standard Form 990.

Step by Step Process

1. Log into the IRS website using the link below to gain access to the Form 990.
<http://www.irs.gov/charities/article/0,,id=169250,00.html>
2. After logging on, you will see the page below. You will want to click on the circled link which will take you to the Form 990 – N filing page.

Filing Requirement for...

Exempt Organizations FAQs
More Topics

IRS Resources
Compliance & Enforcement
Contact My Local Office
e-file
Forms and Publications
Newsroom
Frequently Asked Questions
Taxpayer Advocate Service
Where To File

Due Date of the e-Postcard

The e-Postcard is due every year by the 15th day of the 5th month after the close of your tax year. For example, if your tax year ended on December 31, the e-Postcard is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day. **You cannot file the e-Postcard until after your tax year ends.**

How To File

Click [here](#) to file the e-Postcard. If you have trouble accessing the system using that link, you may be able to access the filing site directly by typing or pasting the following address into your Internet browser: <http://e-postcard.form990.org>. When you access the system, you will leave the IRS site and file the e-Postcard with the IRS through our trusted partner, Urban Institute. The form must be completed and filed electronically. There is no paper form.

Information You Will Need To File the e-Postcard

The e-Postcard is easy to complete. All you need is [eight items of basic information](#) about your organization.

Who Must File

Most small tax-exempt organizations with gross receipts that are normally \$50,000 or less (\$25,000 for tax years ending on or after December 31, 2007 and before December 31, 2010) must file the e-Postcard. Exceptions to this requirement include:

- Organizations that are included in a [group return](#).
- [Churches](#), their integrated auxiliaries, and conventions or associations of churches, and
- [Organizations required to file a different return](#)

Search for e-Postcards - Public Disclosure

To find and view an organization's e-Postcard click [here](#). To download the entire data base of e-Postcard filings click [here](#).

3. The website will then direct you to a page outside of the IRS website. You need to acknowledge that this is okay. This will take you to an external site to complete the Form 990-N.
4. If this is your chapter's first time completing the Form 990-N, you will need to create a login and password. This process is simple, but you will need your EIN number. If your chapter has completed step 4 in the past, you may skip to step 9. A screen shot below shows the steps necessary to complete the electronic filing of the Form 990-N

File your electronic Form 990-N (e-Postcard).
 Click [here](#) for more information on who must file Form 990-N (e-Postcard)

NOTICE: If you are a subordinate organization, be sure to use your own employer identification number (EIN). Do not use the EIN of your parent organization or another subordinate organization.

This system automatically generates the 990-N (e-Postcard) for the organization's most recently ended tax period and will not allow the filing of a prior year e-Postcard. Although filing a prior year e-Postcard is not required by the IRS, a prior year e-Postcard may be filed for a fee through other IRS approved online providers. Click [here](#) for a list of IRS approved providers.

STEP 1: Register as a New User
 To file Form 990-N (e-Postcard), you must register and obtain a login ID. Click the link above to request a login ID. If you already have a login ID, either recently created or from a previous year, go to Step 2.

STEP 2: Create your Form 990-N (e-Postcard)
 Once you have a login ID, you can access the system and create your e-Postcard. Click the link above to begin the process.



STEP 3: Submit your Form 990-N (e-Postcard)
 Once you complete your e-Postcard, click the "Submit Filing to IRS" button.

[Requirements and tips for using this website.](#)

Questions or problems regarding this web site should be directed to [Tech Support](#)
 Concerned about your privacy? Please view our [privacy](#) policy.
 This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.
 Last modified: April 18, 2011.

| Quick Menu |
|---|
| Register as a New User |
| Update Email/User Information |
| Create New e-Postcard |
| Edit/View Existing e-Postcard |
| Technical Support |
| Frequently Asked Questions |
| Privacy Policy |

- a. You will pull down the tab that identifies you as an “exempt organization.” (This is the default, so you shouldn’t have to do anything.)
- b. You will enter your EIN number in the field provided. (Please see below)

Request Login ID

Please select Exempt Org or Preparer: (for a definition of the two login ID types, return to the previous page.)

Login ID Type:

 Organization EIN:
If you are a subordinate organization, be sure to enter your own EIN. Do not enter the EIN of your parent organization or another subordinate organization.

Questions or problems regarding this web site should be directed to [Tech Support](#)
 Concerned about your privacy? Please view our [privacy](#) policy.
 This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.
 Last modified: April 18, 2011.

5. Upon clicking on “next” you will be taken to a screen which will ask for the chapter’s contact information. The name you enter should be either the chapter president or the chapter treasurer. It doesn’t make a difference, but the name should be someone who is responsible for the finances of the chapter. Also, make sure the email address is correct. The next step involves receiving a validation email. If you do not receive the validation email you cannot complete the filing process.

Request Login ID

Please enter the following information and then click the 'Next' button (All fields are required.)

| | |
|-----------------------|--|
| Login ID Type: | Exempt Organization |
| Login ID: | [REDACTED] |
| Organization Name: | HOOSIERS FOR HUSKERS |
| Password: | <input type="password"/> NOTE: Password must be between 6 and 15 characters and is case sensitive. |
| Verify Password: | <input type="password"/> |
| First Name: | <input type="text"/> |
| Last Name: | <input type="text"/> |
| Email Address: | <input type="text"/> |
| Verify Email Address: | <input type="text"/> |
| Daytime Phone: | <input type="text"/> |

Questions or problems regarding this web site should be directed to [Tech Support](#)
Concerned about your privacy? Please view our [privacy](#) policy.
This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.
Last modified: April 18, 2011.

6. After completing the step above, the website will indicate a login ID was successfully completed and that an email has been sent to the email address provided. You should see the screen below if you have done this properly.

Request Login ID - Success

The following login ID was successfully created:

| | |
|---------------|----------------------------|
| Login ID: | [REDACTED] |
| Name: | Jack Kreman |
| Email: | hoosiers4huskers@gmail.com |
| Organization: | HOOSIERS FOR HUSKERS |

Activating Your Login ID.

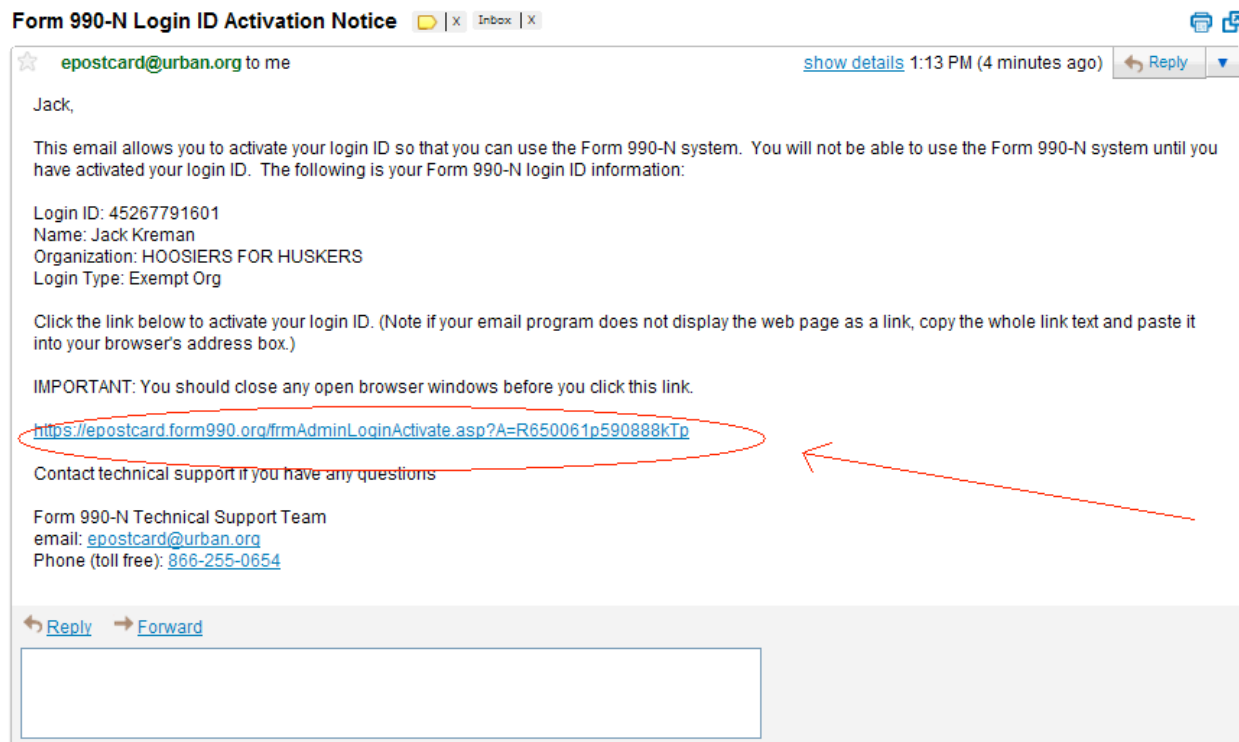
You will receive an email containing a link that will allow you to activate your login ID and create your e-Postcard.

IMPORTANT: If the email account above has a spam filter, please ensure that the filter allows emails from epostcard@urban.org.

Close your browser now and activate your login ID through the link in the activation email.

Questions or problems regarding this web site should be directed to [Tech Support](#)
Concerned about your privacy? Please view our [privacy](#) policy.
This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.
Last modified: April 18, 2011.

7. You must now go to your email account and retrieve the email that was sent to you. You will need to follow the directions and click on the link provided to finalize your login and password.



8. After clicking on the provided link, you will be taken to a confirmation page. IT IS HIGHLY RECOMMENDED YOU PRINT THIS PAGE AND KEEP A COPY OF IT WITH YOUR CHAPTER FILES. YOU WILL NEED IT FOR FUTURE REFERENCE.



9. Click on the button that says “Create your Form 990-N (e-postcard) Now.” This will begin the filing process.
10. In this step you will complete your IRS Form 990-N. The process is not difficult and should be completed in less than 5 minutes.

Form 990-N Home Control Panel Log Out

Electronic Notice - Form 990-N (e-Postcard) Organization Information

A For the tax year period beginning and ending

B Has your organization terminated or gone out of business?

Are your gross receipts normally \$50,000 or less?

C Organization's legal name - Line 1

Organization's legal name - Line 2

D Employer identification number (EIN)

Click the image next to any field for help/instructions.

Questions or problems regarding this website should be directed to [Tech Support](#).
 Concerned about your privacy? Please view our [Privacy](#) Policy.
 Website last modified on: November 23rd, 2010.
 This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox 1.0+ with a screen resolution of 1024 X 768.
 You are currently using Microsoft Internet Explorer 8 in 1350 X 1080 resolution.

- a. In this box you must make sure the tax year listed matches your chapter's fiscal year. Some chapters operate on a calendar year. Others operate on a fiscal year. In the example above the tax year is July 1 – June 30. The Form 990-N is due every year by the 15th day of the 5th month after the close of your [tax year](#). In this example, the 15th day of the 5th month after the close of the June 30 tax year is November 15.
- b. For this second box, do not forget that if your receipts are above \$50,000 for the tax year beginning in 2010, you cannot file the Form 990-N. This box should read “yes” if you are filing a Form 990-N.
- d. Enter the chapter's EIN here.
- e. Click on “Next Page.”

11. The second page includes more demographic information. You should not have much difficulty completing this page.

Quick Jump Form 990-N (e-Postcard) Logout

Electronic Notice - Form 990-N (e-Postcard) Organization Address and Principal Officer Information

Save Changes before jumping to another page.

C Organization's legal name:

C If your organization conducts business using another name (dba), enter other name:

DBA name

DBA name - continued

C In Care of Name

Organization's mailing address:

Country

Number and street (or PO Box)

City or town

State

Zip code

E Organization's website address, if applicable

Principal Officer:

Type of name

Name

Country

Number and street (or PO Box)

City or town

State

Zip code

- a. The organization's name should be pre-filled.
- b. Most chapter's do not have a DBA name. If you do not, leave this blank. If your chapter operates with a different legal name than the name on file with the IRS, you will need to complete this.

- c. If your chapter has a physical mailing address (not a PO Box) you will not have an “In Care of Name.” If, like some chapters, there is not a physical mailing address, the officer’s address was provided when the EIN was applied for. If you listed an officer’s name and address when you applied, then you will need to add that here. (If you are unsure, check the letter you received from the IRS reminding you to file the Form 990. If there is a “c/o” below the chapter name, you need to complete the In Care of Name section.) If you are still in doubt, you may call the IRS at their help center and they can help you.
- d. For the organization’s website address it doesn’t hurt to list your chapter’s URL. These postcards are public documents, and it can help get the chapter’s name out if you list a website.
- e. You should list either the president or the treasurer as the Principal Officer. Typically the president will be listed here.
- f. At this point you may save your work or you may submit the E-Postcard. If you would like someone else to review before submitting, you may save and return at any time. Once you submit you cannot make changes without refiling.

12. After you submit you will see a page like the one below. During this time you are waiting for the IRS to accept or reject the filing. It likely will take less than 1 day to process, but depending on volume might take longer.

The screenshot shows the IRS e-file status page for 'HOOSIERS FOR HUSKERS'. The page includes a header with the organization name and filing details (2010 IRS Form 990-N (e-Postcard), 7/1/2010 - 6/30/2011). There are links for 'Control Panel' and 'View e-Postcard Image'. The 'Current Status' is 'Pending' with the message 'The e-Postcard is being transmitted to the IRS.' The 'Next Step' is 'Your Form 990-N (e-Postcard) is being transmitted to the IRS. Once the IRS processes your e-Postcard, we will send you an e-filing receipt via email telling you whether the e-Postcard was accepted or rejected. If rejected, the email will tell you why it was rejected and how to correct the problem.' Below this is a 'Delivery Status' table with the following data:

| No. | Filing | Delivery | Status | Postmark |
|-----|------------|----------|-------------------------|----------------------|
| 1 | Form 990-N | E-file | Transmitting to the IRS | 10/5/2011 1:22:54 PM |

You can see from the picture above that the document is in transmission. You can also see the postmark date and time. This can be a handy screen to save in case the IRS questions your submission.

13. If you receive the screen below, your Form 990-N has been accepted and you are finished. As you can see from the example, the IRS accepted this Form 990-N in less than three minutes.

If your form is not accepted, there will be instructions directing you what to do. Next, you might simply have to review and fix an error. Or, you might have to discuss the problem with the IRS. If you see the green “Accepted” label below, your work is finished. Good luck!

DUES FOR DELTA TAU DELTA FRATERNITY (8/1/17-7/31/18)

NEW MEMBER DUES: \$ 85.00 due at the time of pledging

INITIATION DUES: \$305.00 due at the time of initiation

Initiation dues are composed of:

\$120.00 Initiation dues
40.00 Loyalty Fund
5.00 Centennial Development Fund
135.00 First year's annual dues
5.00 Legal Defense Fund
\$305.00 Total

ANNUAL DUES: \$140.00 (\$135.00 plus \$5.00 legal defense fund assessment) Due date for the roster confirmation report is September 15 and payment of the annual dues is September 30 for chapters and colonies where school starts prior to September. Due date for the roster confirmation report is October 15 and payment of the annual dues is October 31 for chapters and colonies where school starts September 1 or after. Dues must be paid in full to avoid a 10% late fine. In the spring annual dues are only owed for initiated men who had a suspended status in the fall and who are now back in the chapter in good standing.

LIABILITY INSURANCE ASSESSMENT is approximately \$100.00 - \$135.00 per man depending on the local legal environment, chapter loss experience, type of housing and other factors. A minimum of 25% of insurance must be paid prior to November 1 to avoid a 10% late fine.

DIVISION DUES (As reported by the division presidents) (Invoiced and collected by the division officers directly)

NORTHERN: Dues are \$26.00 per undergraduate active, new member and affiliate member on the rolls as of November 15. **Dues are payable on or before February 1 to the Division Treasurer.**

SOUTHERN: Dues are \$25.00 per undergraduate active, new member and affiliate member on the rolls as of November 15. **Dues are payable on or before February 1 to the Division Treasurer.**

EASTERN: Dues are \$25.00 per undergraduate active, new member and affiliate member on the rolls as of November 15. **Dues are payable on or before February 1 to the Division Treasurer.**

WESTERN PLAINS: Dues are \$25.00 per undergraduate active, new member and affiliate member on the rolls as of November 15. **Dues are payable on or before February 1 to the Division Treasurer.**

WESTERN PACIFIC: Dues are \$30.00 per undergraduate active, new member and affiliate member on the rolls as of November 15. **Dues are payable on or before February 1 to the Division Treasurer.**

FRATERNITY CALENDAR

AUGUST

- AUG 1: First day of Fraternity's fiscal year
- AUG 25: July's Monthly Financial Report (MFR) due

SEPTEMBER

- SEPT X: Central Office closed in observance of Labor Day
- SEPT 25: August's Monthly Financial Report (MFR) due
- SEPT 15: Roster Confirmation Report due from schools beginning prior to Sept. 1
- SEPT 30: Property Insurance due (remaining balance, including finance charges and late fines)
- SEPT 30: Annual Dues payment deadline from schools beginning prior to Sept. 1 (Fine incurred if not received by Oct. 1)

OCTOBER

- OCT 15: September's Monthly Financial Report (MFR) due (fine incurred after 25th)
- OCT 15: Roster Confirmation Report due from schools beginning September 1 or later
- OCT 25: Deadline for presenting Membership Responsibility Guidelines (MRG)
- OCT 25: Deadline for submitting New Member Program Extension Petition for spring
- OCT 15: Kershner Scholar report due for spring grading period
- OCT 31: Liability Insurance due (full balance or first installment of a minimum of 25 percent of total billing)
- OCT 31: Annual Dues payment deadline from schools beginning Sept. 1 or later (Fine incurred if not received by Oct. 31)

NOVEMBER

- NOV 1: Fraternity Awards/Accreditation Report must be postmarked
- NOV 15: Applicable Version of Form 990 due to the IRS (990, 990-EZ or 990-N for all chapters/colonies) If a chapter/colony has a fiscal year end that is other than June 30, the applicable version of Form 990 is due on the 15th day of the fifth month following the fiscal year end.
- NOV 25: October's Monthly Financial Report (MFR) due (fine incurred after the 25th)
- NOV XX: Central Office Closed for Thanksgiving
- NOV 30: Liability Insurance due (second 25 percent of total billing)

DECEMBER

- DEC 1: Fall term chapter and sports reports due
- DEC 5: Shelter Gatekeeper form due to Director of Fraternity Programs
- DEC 25: November's Monthly Financial Report (MFR) due (fine incurred after 25th)
- DEC 15: DTAA: Powered by GreekLifeEdu, part 1 deadline for fall new members
- DEC 24- JAN 1: Central Office closed for Holiday Break

JANUARY

- JAN 2: Central Office reopens

- JAN 25: December's Monthly Financial Report (MFR) due (fine incurred after 25th)
- JAN 15: Officer Election Report due
- JAN 15: Deadline for missing Accreditation Report items (Central Office will contact chapters missing elements after the Nov. 1 reporting deadline. Items not submitted by Jan. 15 result in chapter suspension of social activities and ineligibility for Court of Honor and/or Hugh Shields honors).
- JAN 31: Liability Insurance due (third 25 percent of total billing)

FEBRUARY

- FEB 1: Remit division dues to division treasurers
- FEB 25: January's Monthly Financial Report (MFR) due (fine incurred after 25th)
- FEB 28: Liability Insurance due (remaining balance, including finance charges, late fees)

Division Conferences (held late January through early March)

- Friday-Sunday: The Northern Division Conference will take place
- Thursday-Saturday: The Western Plains Division Conference will take place
- Thursday-Saturday: The Eastern Division Conference will take place
- Thursday-Saturday: The Southern Division Conference will take place
- Thursday-Saturday: The Western Pacific Division Conference will take place

MARCH

- MARCH 25: February's Monthly Financial Report (MFR) due (fine incurred after 25th)
- MARCH 30: The Road plans due
- MARCH 31: Property Insurance due (full balance or first installment of a minimum of 50% of total billing)

APRIL

- APRIL 1: Kershner Scholar report due for fall grading period
- APRIL 1: Deadline for submitting New Member Program Extension Petition for fall
- APRIL 1: Draft of next academic year's budget due to chapter consultant via email
- APRIL 1: Recruitment plans due to Central Office (email to Director of Growth)
- APRIL X: Leadership Academy and UIFI applications due
- APRIL 15: DTAA: Powered by GreekLifeEdu, part 1 deadline for all spring new members
- APRIL 15: Revised draft of next academic year's budget due to chapter consultant via email
- APRIL 25: March's Monthly Financial Report (MFR) due (fine incurred after 25th)

MAY

- MAY 1: Spring term chapter and sports reports due
- MAY 1: Next academic year's final budget due (email to mfr@delts.net)
- MAY 1: Kershner Scholar report due for winter grading period (quarter schools)
- MAY 25: April's Monthly Financial Report (MFR) due
- MAY: Presidents and Advisors Retreat
- MAY: Central Office closed in observance of Memorial Day

JUNE

- JUNE 25: May's Monthly Financial Report (MFR) due
- JUNE 30: Last day of chapter's fiscal year

JULY

- JULY 1: First day of chapter's fiscal year
- JULY X: Central Office closed in observance of Independence Day
- JULY 25: June's Monthly Financial Report (MFR) Due
- JULY or AUGUST of even-numbered years: Karnea
- JULY 31: Last day of Fraternity's fiscal year
- July XX: Ignite
- July XX: The Charge

AUGUST 2014

- AUG 1: First day of Fraternity's fiscal year
- AUG XX: Ignite
- AUG 25: July's Monthly Financial Report (MFR) Due

All new member and initiation dues are to be sent to the Central Office within 48 hours of formal pledging or initiation

APPROVED ACCOUNTING SYSTEMS FOR MFR REPORTING

Beginning fall 2013, the Fraternity is permitting chapters to engage with any one of a number of approved financial vendors to provide bookkeeping software. In the past, only QuickBooks online was permitted to be used by chapters. Other vendors have approved their software, so now several are approved. You must use one of the following. Keeping your finances on an excel spreadsheet is not sufficient, and doing so will result in your chapter being fined for incorrect MFRs.

BudgetApp by DeltsConnect

As you probably already know DeltsConnect is the universal online portal used by Delta Tau Delta chapters. What you might not know is that DeltsConnect provides a budgeting application for no charge. This system can link with your credit card collection process and produce MFR reports for the Central Office. If you would like to learn more about this system, contact ChapterSpot at support@chapterspot.com.

GreekBill

GreekBill is located out of the Pacific Northwest. GreekBill has few Delta Tau Delta clients but has been approved as a vendor to provide bookkeeping and monthly financial reporting. Contact GreekBill at www.greekbill.com.

LegFi

LegFi is a collections company based out of Lexington, Ky. LegFi has been approved to offer its expense tracking system for chapters of Delta Tau Delta. To learn more about LegFi review www.legfi.com.

OmegaFi

Omega Fi has been the leader in fraternity collections for more than 20 years. In the last five years, the system has improved and now includes expense tracking in addition to billing and collecting. Look for more information at www.omegafi.com.

QuickBooks Online

Quickbooks Online was used as the Fraternity vendor from 2004-2013. As a result, many chapters still use QuickBooks Online to track their finances. QuickBooks online is also the most popular small business accounting software. Learning it can position you well for life after college. The system is internet-based. To purchase QuickBooks Online or to renew your subscription, look for more information at www.quickbooksonline.com.

Accountant

If your chapter pays a professional accountant, please submit the engagement letter and the Central Office will approve that firm for monthly financial reporting.

OFFICER PORTAL – REPORTING INSTRUCTIONS

Member reporting is completed online at <https://my.delts.org>.

Each chapter/colony president, treasurer, secretary and new member educator should create a username and password to make updates specific to each officer's duties via the Officer Portal.

Note: To make updates, you must be the president, treasurer, secretary or new member educator the Central Office currently has on file. If you have transitioned officers but the officers have not been updated, you may contact Lesa Purcell for assistance at 317-284-0203 or lesa.purcell@delts.org.

Remaining undergraduate officers and alumni volunteers may create a username and password to view chapter rosters and chapter officers. However, they cannot make any changes.

CREATING A USER ACCOUNT

- Go to <https://my.delts.org> and the Officer Portal login screen will appear.
- For first time users, click on the link "[If you are an officer and don't have an account, click here to get your account](#)" and complete a short informational interview.
- Confirm that your email address is correct and select "Finish" (If your email address needs updated, please contact the Central Office at 317-284-0203.)
- Upon completing the interviews, you will receive an email for setting up a username and password.

REPORTING OFFICERS

If leaving office, remove yourself after completing all other officer changes. ***Once removed from office, you will no longer be able to update the Officer Portal.**

- Log into the Officer Portal, select the "**Officers**" link located to the left of the page.
- To change the officer in the position, click the far right option "Edit" for that officer.
- Select "**Replace this office holder with a new officer holder.**"
- You may select to replace the officer with a new officer or cancel activity and return to previous screen.
- To replace officer, enter the beginning date for the new officer.
- Select the new person to hold this office by clicking the radio button to the right of the member name.
- Click on "**Complete Officer Replacement**" to finalize the new officer.
- Review and make any necessary updates to the new officer's information.
- Select "**Save Officer Information**" to install the new officer.

REPORTING NEW MEMBERS

- Login at <https://my.delts.org>, select "**Members**" link located to the left of page.
- Next, click on "**Report New Members.**"
- Select the "**Enter a New Member**" button. A New Member Information screen will appear.
All information with red arrows is required.

- After entering all personal and payment information, click "**Save.**" Repeat for each new member.
- For credit card payments, do not enter the credit card information until you are ready to submit the report. Officer Portal cc authorizations expire 48 hours after first entered. If submitted after 48 hours, cc information will require re-entering.
- Once all new members are entered, select "**Submit this list of new members to the Central Office.**"
- Enter the pledge date and click the button "**Submit this new member class to the Central Office.**"
Your new members will NOT be reported to the Central Office without selecting this.
- Finally, you will be directed to an invoice summarizing the new members and amount owed by the chapter. Payment is to be submitted to the Central Office within 48 hours following the formal ceremony.

NEW MEMBER VALIDATION

Every new member is sent an email after his information is entered into the system. This message will have him verify and/or update his information and accept the policies and procedures of Delta Tau Delta including the binding arbitration provision. This is very important! The process only takes a few minutes.

YOUR NEW MEMBERS WILL NOT BE ABLE TO INITIATE UNTIL THEY HAVE COMPLETED THIS VALIDATION PROCESS. You may, at any point, send a reminder email with the validation link from the system by following the steps below.

RESENDING MEMBER VALIDATION LINK

- Log in to <https://my.delts.org> and click on "**Members.**"
- Select "**Report Initiates.**"
- You will see a list of the new members in your chapter. Anyone with an "**Outstanding Validation**" has not completed the validation process.
- Click the "**Resend Validation Email**" link located in the Email Address column. This will send an email for verifying membership. (Please confirm the email address is correct).
- To update an email address, select the "**Update Email Address**" link located in the Email Address column. Upon revising the email, you will need to resend the validation email as instructed in previous step.
- Instruct new members to use the most recently received email link. *The links in previous emails are no longer valid.*

REPORTING INITIATES

- Log into the Officer Portal and select the "**Members**" link.
- Click on "**Report Initiates**" enter the **date of initiation**.
- Select "**Specify Payment Info**" in the right column to enter the method of payment for each initiated member.
- For credit card payments, do not enter the credit card information until you are ready to submit the report. Officer Portal cc authorizations expire 48 hours after first entered. If submitted after 48 hours, cc information will require re-entering.
- Next, select the box in the "**Include in Initiation**" column.

- After selecting each member to be initiated, click the **"Initiate the Selected Men"** button.

Finally, you will need to assign the roll numbers in the correct order the men went through initiation. Select the member's name and click the **"Assign Roll"** button. The name and assigned roll number will appear on the right side of screen. **(It is your responsibility to put these men in the correct order.)**

After each member has been assigned a roll number, confirm the roll number order is correct and click on **"Submit Initiates."** The report will then be sent to the Central Office for processing. You will be directed to an invoice. The invoice will summarize the initiated members and the amount due by the chapter.

At this point the report of initiation is complete. The new initiates should receive their badges within two weeks and certificates in 4-6 weeks. **Please be sure to submit payment to the Central Office within 48 hours of formal initiation.**

UPDATING MEMBER INFORMATION

- Log into the Officer Portal and select the **"Members"** link.
- Scroll down to your Membership List.
- Click the **"Select"** button to the right of the member's name.
- The yellow information fields can be updated, i.e., preferred first name, address, email, etc.
- After making necessary updates, select **Save Record**.
- If information that is not accessible needs to be changed, please contact the Central Office at 317-284-0203.

REPORTING MEMBER STATUS CHANGES

To update an individual's status; click on **Members**, select **Report Member Status Changes** and choose the appropriate new status from the drop down menu. Member Status Change options and descriptions are as follows:

- **Alumnus** – Initiates In Good Standing or Suspended who have graduated or Initiates who are currently *not enrolled* and *not expected to return to the university*.
- **Colony Grad** – New Members of a **colony** who have graduated.
- **Depledge** – New Members of a chapter/colony who quit prior to being initiated.
- **Suspended Members Returning to Good Standing** – Suspended initiates returning to In Good Standing status.
- **For members remaining in good standing no action is necessary.**
- Upon selecting the status, click on the **"Create this Group."** Select the members to be changed to the new status and click on **"Selection Complete. Next."**
- If there are no members to be changed, click the **"Cancel"** button, located on the upper right of page.
- Repeat steps for each status change option group being reported.
- Upon completing status updates, allow five days for the reported changes to be processed and reflected on the chapter/colony membership list.

Temporarily inactive initiates (due to illness, internship, abroad, etc.) should either be billed annual dues or suspended until they return.

Suspensions, Expulsions and Withdrawals are reported by completing and submitting the appropriate form to the Central Office via fax, mail or email.

***These forms are accessible via the Document Library link on the left side of the Officer Portal home page.**

MEMBER ACCIDENT PROTECTION PROGRAM (MAPP)

FRATERNAL PROPERTY MANAGEMENT ASSOCIATION MEMBER ACCIDENT PROTECTION PROGRAM

What Is The Member Accident Protection Program?

The Member Accident Protection Program is a benefit of participating in the FPMA General Liability Insurance program. The program is intended to compliment the health insurance of every undergraduate member of a participating undergraduate chapter for injuries as a result of an accident. The premium for this program is paid as a part of participation in the FPMA General Liability Insurance program.

The information provided is for informational purposes only and is not intended to replace the insurance contract. For specific information regarding any claim, please contact Willis North America.

What Protection Is Provided?

The following limits of protection are provided:

- \$25,000 Accident Medical Expense and/or Dental Accident Injury Maximum
- \$5,000 Accidental Dismemberment and/or Accidental Death Benefit
- 52 Week Benefit Period
- \$0 Deductible

What is Accidental Death?

The Company will pay the Accidental Death Principal Sum when a covered injury results in the Insured's death. Death must occur within 52 weeks of the covered accident. If Accidental Dismemberment Benefits have been paid for a loss resulting from the same accident, the Accident Death Benefit will not be payable. To receive benefits, the loss must be independent of sickness and all other causes.

Who is Insured Under The Member Accident Program?

All eligible undergraduate members, associate members/pledges of the undergraduate chapter are insured for covered injuries which are incurred while the policy is in force and occur while:

- In good standing with the Fraternity.
- Enrolled as a student at an institution of higher learning where there is an undergraduate chapter of the fraternity

How are benefits paid?

- Benefits will be paid when eligible medical expenses are not recoverable from any other insurance policy, service contract or workers' compensation policy. This policy will reimburse deductibles and co-pays of the primary health insurance programs.
- Benefits for any one accident shall not exceed, in the aggregate, the Medical Expense Maximum.
- In the absence of any other applicable coverage, this coverage is primary.

When, because of a covered injuries, the Insured sustains any of the following losses within 52 weeks after the date of the accident, the Company will pay benefits for loss of:

- | | |
|-------------------------|------|
| ▪ Paraplegic or Greater | 100% |
| ▪ Two or more members | 100% |
| ▪ One member | 50% |

Member is defined as hand, foot or sight of eye. The percentage shown is applied to the Accidental Dismemberment Principal Sum. Loss means severance of the limb at or above the joint and total and irrecoverable loss of the entire sight.

Important Notes:

1) The Member Accident Protection Program is NOT a substitute for health insurance. It provides NO protection for sickness or illness. Every member of the Fraternity must be certain that they obtain health insurance coverage from their parents or other source.

2) Policy requires reporting within 180 days. A delay in reporting can cause your claim to be denied or have your benefit payments delayed.

How do I report a claim?

Willis North America
10707 Pacific Street Suite 200
Omaha, NE 68114
Phone (800) 736-4327
Facsimile (800) 328-0522
E-Mail: cglantz@willis.com
www.WillisFraternity.com

To report a claim you will need to call the Willis claims department. You will need to reference that you are reporting a Member Accident claim as a member of the FPMA program for chapters.

What is Excluded?

- Expenses for treatment on or to the teeth, except for treatment resulting from injury to natural teeth;
- Eyeglasses, hearing aids, and examination for the prescription or fitting thereof;
- Suicide, attempted suicide or intentionally self-inflicted injury;
- Injury due to participation in a riot;
- Injury resulting from war;
- Injury while in the armed forces
- Claims occurring while parachuting or hang-gliding;
- Expenses covered by any other policy;
- Sickness or disease, in any form;
- Fighting (unless an innocent victim);
- Injuries due to intramural tackle football, hockey or rugby.
- All intercollegiate or club sport participation including off season conditioning
- Injuries resulting from the use of any illicit drug and/or narcotic unless administered on the advice of a physician

Note: The listed exclusions are for illustration and does not list all exclusionary terms of the policy.

For more information about our other insurance products please visit our website at:

www.WillisFraternity.com

On our website you can:

- Apply for Insurance
- Report a Claim
- Join our Mailing List
- Educational Resources
 - Newsletters
 - Brochures
 - Educational Materials



LIABILITY INSURANCE PROGRAM

The entire liability insurance manual can be found within the Treasurer DocuShare on DeltsConnect. For the sake of redundancy we have not placed it here.

FRATERNITY LICENSING PROGRAM

GREEKLICENSING.com

HOME ABOUT Get LICENSED CLIENTS RESOURCES CONTACT

ABOUT

Affinity Marketing Consultants, Inc.
administers the trademark use
for **North America's**
leading fraternities and sororities.

Affinity Marketing Consultants, Inc. administers the use of trademarks for North America's leading fraternities and sororities.

AMC has been serving the licensing and marketing needs of Greek organizations for over ten years. Founded to help organizations protect the integrity and ownership of their trademarks, AMC has grown to represent some of the largest and most famous Greek organizations. AMC's clients represent a collective market of more than 330,000 students and over 5 million households throughout North America. College-educated, mostly professional and affluent, this powerful market has an intense loyalty to the emblems of their respective fraternity or sorority.

AMC proudly boasts licensing relationships with many of the industries most well-respected and innovative manufacturers. We continue to support the growth of the Greek market by maintaining only the highest of quality control standards.

OUR GOAL

Our goal is to provide Greek members with a diversity of high quality products at reasonable prices. We work closely with licensed vendors to choose appropriate product designs that utilize the official colors and logos of each participating Greek organization and to provide exceptional service to their customers. The Greek organizations that AMC represent firmly oppose any product or design that attempts to glorify alcohol, hazing, sexism, racism, or any other image that conflicts with each Greek organization's mission.

PRODUCT SEARCH

GREEK ORGANIZATION?
Delta Tau Delta

GO

Internet

Delta Tau Delta's helpful hint for bid day/recruitment shirts.

If you're looking to save money, visit www.GreekQuote.com to request a quote on your order. It's a simple 4-step process.

Benefits of using www.GreekQuote.com include:

- A national network of vendors compete to win your order
- All bids are received within 48 hours (most are submitted within hours)
- You can select the winning bid at any time
- Vendors are obligated to honor quotes and delivery times
- Delta Tau Delta's marks are protected
- Saves time and money

If you have any questions about this tool, please contact Melissa Jean-Baptiste at mjb@greeklensing.com or 607.753.6284.

FRATERNITY LICENSED COLLECTION COMPANY



Parson-Bishop Provides Past Due Account Collection Services to Hundreds of Greek Chapters and House Corporations



Regardless of policy or procedure, every chapter will have a percentage of brothers and sisters who do not meet their financial responsibility to their chapter. These accounts are very expensive to you in that they take too much of your time and can affect your financial viability. Parson-Bishop has been assisting Greek organizations for many years all across the USA. We specialize in collection of accounts that have not responded to repeated requests for payment from you or a billing service. Once you have made 3-5 requests for payment without success, Parson-Bishop can help you recover funds that would otherwise be lost to your chapter. Why not collect every dollar owed you?

Features and Benefits to Your Chapter

Each new account submitted for collection will be contacted by Parson-Bishop up to four times over a period of approximately 45 days. If we can collect in this phase, your cost will be about 50 percent less expensive than other services would charge. This is the primary benefit offered to your local chapter and the savings in fees can be very substantial. Parson-Bishop offers you two programs to select from in Phase I.

- Low cost fee structure that is 50 percent less expensive than other services available.
- Parson-Bishop is a Greek Licensed Vendor, which assures you of a quality program.
- Choice of Value or Preferred Plans based on your needs.
- Value Plan collects for a flat fee of \$16.50. No percentage fees.
- Preferred Plan collects for a contingency fee of 18 percent... that is 50 percent less than others.
- No prepayments or annual usage requirements. You select the accounts to submit.
- Full service capability including 7-year credit reporting and legal services if needed.
- National coverage which is very important to Greek organizations.
- Endorsed by many Greek organizations.
- Professional approach that collects your money and maintains relationships.

ASSISTANT TREASURER

The Assistant Treasurer's guide to success in chapter leadership.

Delta Tau Delta Fraternity

ASSISTANT TREASURER

INTRODUCTION

The office of assistant treasurer is unique and unlike any other. As assistant treasurer, you can take an active part in the decision-making process, yet have the opportunity to learn from your higher administrators. You might say you have all the power of a higher office but without the extreme burdens of office. Although you do have certain responsibilities, these are not as demanding as some of the responsibilities of the other administrators. This chapter will give you a brief understanding of your duties and all that is involved in becoming an assistant treasurer.

Your Duties

So what exactly are your duties? Actually, the assistant treasurer does not have any set duties from which to follow. The duties vary from chapter to chapter. Each chapter assigns its own duties based on its individual needs. However, in general, you are required to help lighten the load of work that the treasurer and finance committee must handle. For specific details on your duties, you can ask your treasurer, and ask him to put them in writing.

Another important aspect of the assistant treasurer office is its ability to train you for the office of treasurer. Assistant treasurers have the opportunity to gain insight into what the treasurer is responsible for doing through training and day to day observation. This experience allows for a smooth transition when you replace your current treasurer. This is extremely important to the Fraternity. If an inexperienced treasurer takes office, it may take him a few months to become adjusted; whereas with experience as Assistant Treasurer, you could step right in.

Your Role as a Leader

Whether you believe it or not, you are a part of the chapter leadership. As a voting member of the finance committee, you are able to take part in the development of chapter goals, policy and planning. Although you may not be in a higher authority position, you have the opportunity to learn leadership skills and take these experiences with you into your next office.

Experience the Growth

Don't underestimate the importance of your office. All of the Fraternity offices help to maintain the growth of Delta Tau Delta. Your office is no different. This experience will give you the chance to learn and grow as an individual as you pursue your life of excellence!

Congratulations on being elected to the position of assistant treasurer in the chapter. You have an important part to play on your chapter's financial management team.

DUTIES OF THE ASSISTANT TREASURER

Article IV, Section 6 of the *Bylaws*, defines the powers and duties of the assistant treasurer as follows:

“The assistant treasurer shall assist the treasurer in his duties and shall have such other duties as the treasurer may constitutionally delegate.”

In many chapters these duties are much more specific. Other duties of the assistant treasurer are:

1. Article VIII, Section 6, of the *Constitution* names the assistant treasurer as a member of the finance Committee.
2. He is a member of the administrative committee and registers one vote on all chapter issues.
3. He shall complete a training program which will prepare him to assume the duties of the treasurer in the following term of office.
4. He serves as the secretary of the finance committee.

Other duties will be prescribed by local chapter tradition. The assistant treasurer will no doubt work very closely with the treasurer in collecting accounts receivable, paying bills and keeping record of the chapter books. The treasurer should spend some time outlining each assistant treasurer's individual responsibilities clearly. This will prevent oversights.

ON BECOMING TREASURER

There is another distinct reason for having an assistant treasurer. That is so that he may be elected treasurer in the following term of office. No doubt the smoothest transition for a new treasurer is when he has served as an assistant treasurer and has a good grasp of the chapter's financial management before stepping into office.

This thought should be kept in mind during elections for the assistant treasurer. Candidates for this office should be encouraged to consider a future term as treasurer.

ASSISTANT TREASURER TRAINING PROGRAM

After assistant treasurers are elected, the treasurer should take time to explain financial procedures. Understanding the Fraternity's bookkeeping systems requires an experienced helping hand. Enclosed in the guide entitled "Treasurer" is a monthly training program designed to systematically train the assistant treasurer in preparation for his future role as chapter treasurer. Use of this will ensure the proper officer transition in the following year.

CHAPTER LEADERSHIP

As an elected officer, you have the responsibility to take part in the leadership of the chapter. Your most direct contribution will be doing a thorough and conscientious job in your duties as assistant treasurer. These activities insure consistent financial management and develop your own leadership potential.

You will also want to take an active part in the development of chapter goals, policy and planning. If you take a genuine interest in chapter planning, operations and activities you will be able to assume a leadership position. You are in the position to listen, interpret and be heard.

Chapter leadership requires initiative and knowledge. As a junior officer in the chapter, you will have an opportunity to gain the knowledge necessary for future leadership. What you accomplish depends on your willingness to work. Assistance is always available from the Central Office, your division president and vice president, your chapter advisor and the other chapter officers. When a chapter consultant visits your chapter, you should make a special effort to talk with him about your specific duties and chapter leadership.

In summary, the role of assistant treasurer may seem small, but its importance should not be underestimated. Your influence can be great -- it all depends upon the effort you are willing to put into the job.

Treasurer

Questions

1. When are annual dues owed to the Central Office?
2. Who makes up the finance committee?
3. What information should be reported at the weekly chapter meeting?
4. What collection plan is required of all chapters by the Fraternity *Bylaws*?
5. True or False: The Fraternity's Constitution and Bylaws require the election of an assistant treasurer?
6. When are the Monthly Financial Reports (MFRs) due?
7. When should every chairman submit a detailed budget to the treasurer for his area of chapter operations?
8. What is the collection process for non-current members who have graduated, dropped out of school, transferred or depledged?
9. A member with an invoice later than 30 days can result in what?
10. When should the chapter budget be reviewed?
11. A chapter member is billed on the first of the month. He has not paid or filled out a promissory note by the 15th of the month. What happens?
12. How often should the finance committee meet?
13. When are the new member and initiation fees to be collected?
14. Before any member of the chapter makes a purchase with chapter funds what must he fill out?
15. True or False: Posting a list of unpaid member balances in the house/chapter meeting space or reading the names of delinquent balances is an acceptable practice.

Answers

1. If your chapter starts school in August the chapter's annual dues are due by September 30th.
If your chapter starts school in September the chapter's annual dues are due by October 31.
2. President, vice president, treasurer, chapter advisor and assistant treasurer
3. The following:
 - Amount billed and collected
 - Unpaid members and amount each owes (Accounts Receivable)
 - Bank balance and amount owed for unpaid bills (Accounts Payable)
 - Actual year-to-date gain/loss
 - Budgeted year-to-date gain/loss
 - Explain why major revenue and expense items are favorable or unfavorable to the budget.
4. 1-10-15-30 plan
5. True
6. 25th of every month
7. March 1st
8. A letter should be sent with a specified date to the person who may be affected. If no reply is received, a second letter should be sent via certified mail again stating the amount due and the intentions of the chapter if the account is not settled. If still no reply is received, the account should be turned over to a collection agency, an alumnus in the legal profession, or handled through small claims court.
9. Expulsion from the chapter
10. At the first finance committee meeting of the month
11. He is assessed a 10% fine.
12. Every other week
13. **PRIOR** to the respective ceremony
14. Check request form
15. True