



DELTA UPSILON

INTERNATIONAL FRATERNITY

SAMPLE VP FINANCE OPERATIONAL CALENDAR

AUGUST

- 15 _____ Meet with Financial Advisor, Cook, Housemother, and Housing Corporation President to go over semester budget
- 15 _____ Re-present chapter budget at first chapter meeting for reminders of payment options and any changes in chapter dues
- 15 _____ Invoice chapter members current dues
- 30 _____ Balance chapter checkbook
- 30 _____ Review financial status of each member
- Send delinquent members to the judicial board
 - Set-up individual payment plans where necessary

September

- 15 _____ Pay General Fraternity Bill when necessary
- 15 _____ Pay Loss Prevention Bill when necessary
- 15 _____ Meet with Financial Advisor
- 15 _____ Attend first associate member meeting and go over financial obligations for each new member
- 30 _____ Review monthly officer budget balances
- 30 _____ Balance chapter checkbook
- 30 _____ Review financial status of each member
- Send delinquent members to the judicial board
 - Set-up individual payment plans where necessary

October

- 15 _____ Pay General Fraternity Bill when necessary
- 15 _____ Meet with Financial Advisor
- 30 _____ Review monthly officer budget balances

- 30 _____ Balance chapter checkbook
- 30 _____ Review financial status of each member
- Send delinquent members to the judicial board
 - Set-up individual payment plans where necessary

November

- 1 _____ Make sure associate member class has fulfilled financial obligations before Initiation
- 15 _____ Meet with Financial Advisor
- 30 _____ Balance Chapter checkbook
- 30 _____ Review financial status of each member
- Send delinquent members to the judicial board
 - Set-up individual payment plans where necessary

December

- 1 _____ Make sure all first semester bills are paid before winter break.
- 1 _____ Coordinate with the President any financial issues for winter break.
- 15 _____ Make sure all receipts reimbursements from officers are turned in
- 15 _____ Set date that all past dues must be paid before the end of the Fall semester
- 15 _____ Check to make sure all officers are under approved budget
- 15 _____ Review Spring budget with chapter and officers
- 30 _____ Balance chapter checkbook

January

- 1 _____ Identify any members who have not paid Fall semester dues and place them onto a promissory note/payment plan
- 15 _____ Analyze chapter budget and make adjustments to propose for the upcoming semester
- 15 _____ Meet with Financial Advisor, Cook, Housemother, and Housing Corporation President
- 30 _____ Balance chapter checkbook
- 30 _____ Review financial status of each member
- Send delinquent members to the judicial board
 - Set-up individual payment plans where necessary

February

- 15 _____ Pay General Fraternity Bill when necessary
- 15 _____ Pay Loss Prevention Bill when necessary
- 15 _____ Meet with Financial Advisor
- 15 _____ Attend first associate member meeting and go over financial obligations for each new member
- 30 _____ Balance chapter checkbook
- 30 _____ Review financial status of each member
- Send delinquent members to the judicial board
 - Set-up individual payment plans where necessary

March

- 15 _____ Meet with Financial Advisor (begin conversation about filling Form 990)
- 30 _____ Balance chapter checkbook
- 30 _____ Review financial status of each member
- Send delinquent members to the judicial board
 - Set up individual payment plans where necessary
- 30 _____ Meet with recruitment chairman to discuss recruitment budget for the upcoming recruitment period

April

- 1 _____ Make sure associate member class has fulfilled financial obligations before Initiation
- 1 _____ Creation of the fall budget with each officer and financial advisor
- 1 _____ Meet with Financial Advisor
- Discuss and finalize process for filling taxes (i.e. housing, cook, housemother, etc.)
- 30 _____ Balance chapter checkbook
- 30 _____ Review financial status of each member
- Send delinquent members to the judicial board
- 30 _____ Any delinquent members must sign a Delta Upsilon Promissory Note

May

- 1 _____ Develop a year ending budget summary statement to present to the chapter
- 1 _____ Next year's budget due to IHQ
- 1 _____ Coordinate with the Chapter President any financial issues for the summer (i.e. LI, recruitment, housing, etc.)
- 15 _____ Meet with Financial Advisor
- 30 _____ Balance Chapter checkbook

June

- 1 _____ Work with the Chapter President and recruitment chairman on summer expenses
- 30 _____ Balance Chapter checkbook

July

- 1 _____ Work with the Chapter President and recruitment chairman on summer expenses
- 30 _____ Balance Chapter checkbook