

Treasurer's Guidebook

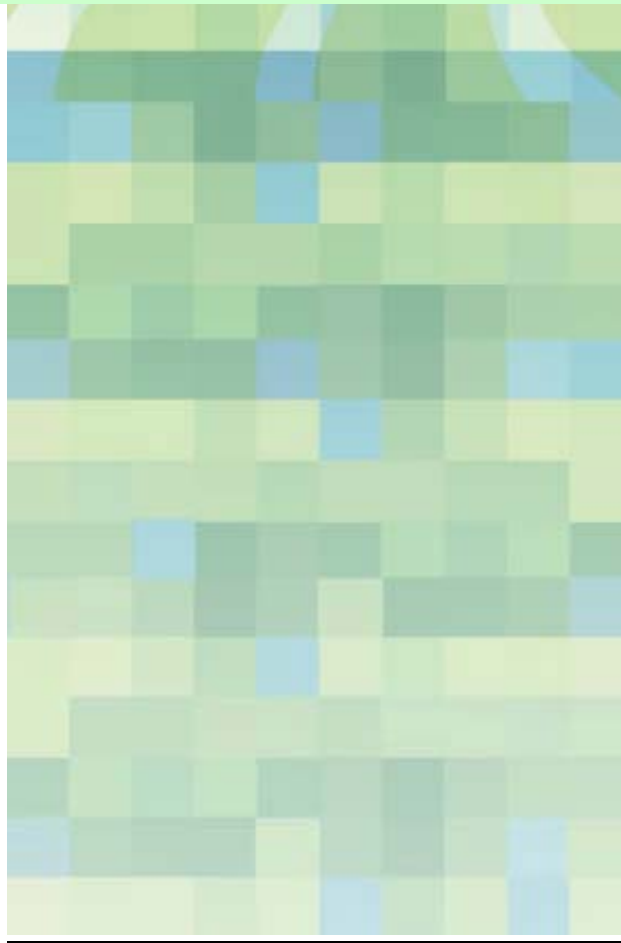


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Support from Society Headquarters

A regional Chapter Resource Consultant is ready to assist your chapter with ongoing development, resources, and needs. For more information, contact your consultant at Headquarters by calling 800-284-3167, or access Chapter Services Online at www.kdp.org.

Section 1: Responsibilities

Responsibilities of the Treasurer

Kappa Delta Pi Society Bylaws describe the following responsibilities of the Treasurer:

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

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

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

Although the Foundation representative and the Treasurer work together on fund-raising, it is the primary responsibility of the Treasurer to ensure that the money is deposited, the proceeds are used as designated, and accurate records maintained. Accurate records include information about contributors, amounts donated, money the chapter paid, and anything else pertinent to the fund-raiser. This will make the next fund-raiser easier to budget.

Responsibilities of the Standing Committees

The President, Membership Chair, and Vice President coordinate the following Standing Committees, respectively:

Executive Committee

The Executive Committee is composed of the elected officers—Counselor, President, Vice President, Membership Chair, Treasurer, Secretary, Historian, and Foundation Representative.

- Set goals for the chapter;
- Prepare calendar for the year;
- Vote on major issues of the chapter, including bylaws, budget, and local scholarship amount(s); and
- Oversee all chapter operations.

Membership Committee

- Generate list of potential members;
- Prepare and implement orientation program;
- Coordinate initiation ceremony;
- Work with Secretary and Treasurer to complete initiate list information; and
- Conduct Member Interest Survey that is included with the *Membership Chair's Guidebook* or at www.kdp.org in the Chapter Services section.

Program Committee

- Compile data from the Member Interest Survey conducted by the Membership Committee to plan annual calendar of programs;
- Coordinate fund-raisers, job-search preparation programs, service projects, speakers, and other creative ideas to provide new opportunities and experiences for chapter membership;
- Coordinate programs to recognize member accomplishments; and
- Monitor progress; follow up with subcommittee chairs periodically.

Overview of Officer Responsibilities

The following officers are members of the chapter's Executive Committee. This suggested list of officer responsibilities may need to be adapted to fit the chapter's structure.

President

- Preside over all general membership and Executive Committee meetings;
- Organize officer elections and officer transition;
- Complete Annual Report after Treasurer has completed the financial section;
- Appoint committee members when necessary;
- Monitor performance of committees;
- Guide the Executive Committee in setting chapter goals and preparing the chapter calendar;
- Recognize membership accomplishments;
- Be familiar with governing principles of Kappa Delta Pi;
- Participate in chapter programs and activities; and
- Submit reports as required.

Vice President

- Preside in absence of the President;
- Chair the Program Committee and conduct programs designed to maximize member retention; and
- Conduct all public relations for the chapter. Ideally, public relations should be conducted by an entire committee, with Vice President serving as chair.

Membership Chair

- Preside over meetings of the Membership Committee;
- Manage selection of members;
- Host recruitment efforts; and
- Create and implement ongoing methods for retaining membership.

Treasurer

- Receive and record all new initiate documents;
- Keep accurate records of chapter funds;
- Complete the financial section of the Annual Report;
- Access university funding;
- Coordinate the budget preparation process; and
- Assist Vice President, Program Committee, and Foundation Representative with development of fund-raisers.

Secretary

- Maintain minutes and attendance records at meetings;
- Formulate agenda, in conjunction with the President, to be used at meetings;
- Submit New Initiate Information Forms and fees within two weeks after the initiation;
- Conduct all chapter correspondence; and
- Maintain accurate records of active, inactive, and chapter membership.

Historian

- Preserve all chapter documents and historical records;
- Develop a photographic history of the chapter;
- Call Headquarters at least four weeks prior to chapter's initiation for historical information (if not already obtained); and
- Document chapter activities and forward to Society Headquarters.

Foundation Representative

- Develop fund-raising programs to motivate individuals to donate to Kappa Delta Pi's Educational Foundation;
- Promote Foundation scholarships; and
- Become the liaison between the chapter and the Kappa Delta Pi Educational Foundation.

Counselor

- Install the officers of the local chapter;
- Serve as a member of the chapter's Executive Committee;
- Mentor chapter officers;
- Serve on the Membership Committee;
- Assist in planning chapter activities; and
- Act as a liaison between the chapter, college faculty, and administration to keep others informed of activities and events.

Additional Committees and Chairs

Once the three standing committees are established, additional committees and subcommittees may be formed depending upon the chapter's goals and activities. If the local chapter has many programs scheduled throughout the year, it is recommended that the chapter develop a fund-raising committee, or service, social, and professional development subcommittees within the Program Committee.

The Treasurer also may coordinate the following committees or subcommittees to organize funds and facilitate communication:

- Budget
- Alumni Relations (coordinate with Membership Chairperson)
- Local and National Scholarships (coordinate with Foundation Representative)

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

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

The Initiation or Membership Committee will work with the Treasurer to collect initiate fees. The Treasurer is responsible for collecting, recording, and depositing the initiate fees appropriately. The Treasurer also must submit one check for all new initiate dues and fees to Society Headquarters with the New Initiate Information Forms and cover sheet.

Section 2: Finances

Chapter Budget

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

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

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

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

Chapter Dues

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

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

Disbursements

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

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

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

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

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

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

Maintaining Accurate Records

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

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

Records that should be documented include:

- Payments authorized by the Executive Committee;
- Copies of vouchers, receipts, bank statements, canceled checks, etc.;

- Details of money handled by other members, as long as these expense items were approved by the Executive Committee; and
- Receipts of all money received.

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

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

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

Safekeeping of Funds

The best way to keep chapter funds safe is to open an account on campus or at a local bank. Many institutions require that all student organization funds be contained in a named account on campus. When using an account on campus, you must allow some time (two weeks to a month) for university processing. When opening an off-campus account, the chapter should use its Federal Identification Number, a chapter-specific number issued by the IRS, instead of a Social Security number. Contact your Chapter Resource Consultant for this information.

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

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

Campus Activity Fund

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

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

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

Rebate Checks

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

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

Ordering Chapter Supplies

The chapter may place orders for supplies by contacting its Chapter Resource Consultant at Society Headquarters, 800-284-3167. A Kappa Delta Pi store catalog is sent to each chapter in the fall. The Treasurer should have at least one copy of the catalog. A catalog also will be available online at www.kdp.org under Chapter Services.

The Treasurer is responsible for assisting officers and members with ordering supplies. This includes initiation supplies, honor cords, counselor and officer gifts, and other items the chapter needs. Society Headquarters will bill the chapter through the Counselor for store items. To stay in good standing with Headquarters, bills must be paid upon receipt.

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

APPENDIX I: Treasurer's Monthly Checklist

August

- Ensure that the financial section of the Annual Report was accurately completed and sent to Society Headquarters.
- Update chapter's financial records with bank account statements.

September

- Update chapter's financial records with bank account statements.
- Determine the status of the budget; meet with the President and Counselor as needed to discuss the budget and records.
- Give the Treasurer's report at the Executive Committee and, if necessary, at chapter meetings. The Treasurer's report consists of informing members about the status and utilization of the budget.

October

- If conducting a fall initiation, order initiation supplies through your Chapter Resource Consultant at Society Headquarters, 800-284-3167.
- Deposit rebate check.
- Plan a fund-raiser for RIF Week; meet with President for more information.
- Update chapter's financial records with the bank account statements.
- Determine the status of the budget.
- Give the Treasurer's report at Executive Committee and, if necessary, at chapter meetings.

November

- Update chapter's financial records with the bank account statements.
- Determine the status of the budget.
- Give the Treasurer's report at Executive Committee and, if necessary, at chapter meetings.
- Submit New Initiate Information Forms and Society fees (one check totaling \$38 per member) to Society Headquarters.

December

- Update chapter's financial records with the bank account statements.
- Determine the status of the budget.
- Give the Treasurer's report at Executive Committee and, if necessary, at chapter meetings.

January

- Continue planning for RIF Week.
- Update chapter's financial records with the bank account statements.
- Determine the status of the budget.

- Give the Treasurer's report at Executive Committee and, if necessary, at chapter meetings.

February

- If conducting a spring or summer initiation, order initiation supplies through your Chapter Resource Consultant at Society Headquarters, 800-284-3167.
- Update chapter's financial records with the bank account statements.
- Determine the status of the budget.
- Give the Treasurer's report at Executive Committee and, if necessary, at chapter meetings.

March

- Deposit rebate check.
- Prepare for officer transition; meet with Executive Committee to discuss.
- Update chapter's financial records with the bank account statements.
- Determine the status of the budget.
- Give the Treasurer's report at Executive Committee and, if necessary, at chapter meetings.

April

- All incoming officers should take office.
- Begin preparations for next year's budget. A budget worksheet and other information about a chapter budget are located in this guidebook under Chapter Budget.
- Update chapter's financial records with the bank account statements.
- Determine the status of the budget.
- Give the Treasurer's report at Executive Committee and, if necessary, at chapter meetings.
- Submit New Initiate Information Forms and Society fees (one check totaling \$38 per member) to Society Headquarters.

May

- Present budget to Executive Committee.
- Update chapter's financial records with the bank account statements.
- Determine the status of the budget.
- Give the Treasurer's report at Executive Committee and, if necessary, at chapter meetings.

June–July

- Gather all financial information for the Annual Report.
- Update chapter's financial records with the bank account statements.
- With the assistance of the Counselor and President at any time prior to August 1:* Complete and submit the online Annual Report to Society Headquarters at www.kdp.org in the Chapter Services section under "Forms and Brochures."

APPENDIX II: Budget Planning Form

Budget for the _____ Chapter of Kappa Delta Pi
Fiscal Year _____ *to* _____

INCOME

AMOUNT

Initiation fees

Initiate local dues (\$___/person)

Society initiation fee (\$38/person)

Student activities allocation

Chapter dues rebate

Contributions

Fund-raising

Other income

INCOME TOTAL

EXPENSES

Society initiation fee (\$38/person)

Initiation supplies

Scholarships

Postage and printing

Banquets and luncheons

Convocation

Conferences

Other expenses

EXPENSES TOTAL

BALANCE

(Income minus expenses)

APPENDIX III: Expense Voucher Form

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

NAME _____

COMMITTEE/OFFICE _____

SIGNATURE _____ DATE _____

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

TREASURER'S SIGNATURE _____

DATE _____

PRESIDENT'S/COUNSELOR'S SIGNATURE _____

DATE _____

CHECK # _____ DATE _____