

Chapter Officer Training: Treasurer/Fundraising

Presented: February 26, 2005 at the Section 35 Conference

Presented by Linda Secrist, National Accountant, Honorary member Delta Kappa, April 27, 2001, Honorary member Alpha Eta, April 28, 2001

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Workshop Description: The purpose of this workshop is to provide basic background and information on how to be an effective Chapter Treasurer, including basic fundamentals of financial management and fundraising. The course will include budgeting, record keeping, reporting, and simple checks and balances that can be put in place. Participants will be given a CD or floppy with a financial management template that can be used by their chapters.

Presenter Background: Professionally, Linda Secrist is the accountant at the National office of Alpha Phi Omega. She has worked for APO since 1996. She received her CPA in the State of Missouri in 1994. She also received her CAE in 2002. She earned a Bachelor of Science Degree in Accounting in 1992 from the University of Missouri-Kansas City. She serves currently as President of the Board of Directors of the Pleasant Hill United Way. She is a member of the American Business Women's Association and a member of Beta Sigma Phi Social Sorority.

Agenda:

1. Introductions
2. Purpose
3. Who is Responsible?
4. What is & Why have a Budget?
5. How to Budget
6. Checks & Balances
7. National Obligations
8. Fundraising
9. Takeaways/Recap
10. Evaluations

1. Introductions – As people enter the room, each person is given an index card and given the following instructions: “On the side with lines, write a fundraising idea that raises money for your chapter. On the blank side of the index card, write an idea for an Alpha Phi Omega chapter to raise money for others. (Also, write your e-mail address on one side of the card)” At the end of the workshop, these cards are collected and after the conference all the ideas will be e-mailed to all participants.

During the introductions, each person is asked to tell their name, chapter, office held in chapter, and one activity they are involved with OUTSIDE of Alpha Phi Omega.

2. Purpose – Participants are asked to share what they hope to get out of the workshop. Goals might included:

- Fundraising Ideas – typically the most frequent response
- Being a better treasurer – second most frequent response

- Managing money
- Want the template
- Hosting Conference, need money
- Sustainability
- General Ideas for being a treasurer
- Financial Management Strategies
- Technology
- Transition

After this brainstorming, the agenda will be shared with the group and explained that most of these would be covered in varying degrees. Participants are also told that this list would be revisited towards the end of the workshop to review if there are any topics that need further attention.

3. Who? – The group is asked to brainstorm on the question: “Who is responsible for Chapter Finances?” Answers might include:

- Treasurer
- Finance Committee
- Fundraising Chair
- President
- Actives
- Advisors
- Everyone
- Alumni
- University/College

All correct answers, the idea with this question is to get them to realize that it is more than just the treasurer, fundraising chair, or finance committee’s responsibility that everyone involved in the chapter has a vested interest, hence the reason that budgets should be approved, finance reports should be given, etc. Even the university/college can have responsibility, as many schools provide funding and/or require chapters to use university accounts rather than the chapter having outside bank accounts.

4a. What is and Why have a Budget? - Brainstormed answers may include:

- To make sure the chapter has enough money
- It is a plan
- It provides limits and/or guidelines
- It helps with goal setting
- It helps ensure that there is balance in the chapter programming
- It provides a reason for funding (whether for dues or for fundraising)
- Defines the needs
- Provides backup (or proof) of need

4b. What are some types of Budgets?

- Line-item
- Conference or event

- Project
- Theme

5. How to budget

a. What are some INCOME items that might be included in a budget?

- Dues
- Fundraising
- Donations (both cash and in-kind)
- Registration Fees
- Banquet Fees
- Money from the University
- Money from Savings (Note: As a general rule, budgets should ALWAYS be balanced with total income= total expenses. If other sources of income are not enough to balance a budget, the chapter should be cognizant that the use savings is not a long-term solution to balancing a budget, since savings are not a source of NEW revenue and over time savings can be used up.)

b. What are some EXPENSE items that might be included in a budget?

- Rush
- Service Project
- Fellowship
- Conference Fees
- National Dues
- Supplies & Copies
- Pledging materials
- Retreats
- Attendance at events
- Clothing (t-shirts, sweatshirts, other items with letters)
- Donations to other organizations
- Historian – Film, Scrapbook
- Formals
- Administrative Overhead – storage, office rent
- Publications – Alumni Newsletter, Postage
- Banquets
- Membership programming
- Food!!!
- Ritual
- Fundraising
- President (or Executive Committee) Discretionary Funds (Note: this is basically a miscellaneous expense item)
- Savings (Note: Again, budgets should be balanced. If total income exceeds total expenses, excess income should be placed into savings for semesters when the reverse is true.)

6. Checks and Balances a.k.a. Best Practices

- Deposit funds within one week of receipt (in the business world, good financial controls would have funds deposited the same day)
- Checks/withdrawals should require 2 signatures (Treasurer AND President or an Advisor)
- Limit the handling of money to a small number of people-at least two individuals should count out cash received together
- The treasurer should make a monthly report to the Chapter
- The treasurer should make a weekly report to the Executive Committee
- Every time the treasurer and/or president changes the accounts should be audited (reviewed) by the incoming and outgoing individuals. Someone independent should also review the accounts. At a minimum the accounts should be audited no less than annually.
- Documentation (receipts and detailed recordkeeping) should be required for all transactions
- Use carbon copy check – this provides immediate documentation
- Accounts should be balanced monthly (typically when a bank statement is received, just like a personal checking account.)
- Budgets should be approved by the entire chapter not just the treasurer or Executive Committee
- Use Quicken/Quick Books/MS Money or some other similar financial software template to manage the accounts (Note: A simplified template in Excel has been developed for APO chapters to use. A copy of which was distributed at the workshop to all participants and will be included in future additions of the Chapter Resources CD.)

7. National Obligations - Dues & Forms

- Active Annual Membership Dues (AAMDs) are due November 15 each year and are \$15 per active brother per year. A signed Charter Reaffirmation (signed by President of Chapter and Advisor) with the list of active members is required to be submitted along with the AAMDs.
- Pledge Fees & Forms are due within 10 business days of the Pledge Ritual and are \$20 per pledge.
- Petitioning Fees are equal to Pledge Fees
- Initiation Fees & Forms are due within 10 business days of the Initiation Ritual and are \$35 per pledge-Date of Initiation is required for processing
- Honorary Membership Fee is \$25 and a form must be submitted.
- Advisory Membership has no fee but there is a form to be submitted.
- The Annual Charter Reaffirmation is due on November 15 each year and includes: a roster of active members; a roster of advisory members; payment of the AAMDs; confirmation of submission of National Youth Service Day and National Service Week reports; certifications that the chapter is in compliance with the Membership

and Risk Management Policies of the Fraternity and is in compliance with the Standard Chapter Articles of Association.

- Chapter Federal ID # - Each chapter should have its own number and provide the number to the National office to be included in the database files. All officers should maintain a copy of the number for banking and reference purposes.
- Other forms required to be submitted include: lists of graduating seniors; lists of chapter officers; and service reports for National Spring Service Day and National Service Week.

8. Fundraising Ideas – group brainstorming:

- T-shirts (and other clothing)
- Commissions
- Sell advertising in publications
- Incentives
- “Fines”
- Recycling
- University Appropriations
- Donations from Alumni, Advisors, Parents
- Donations from Businesses
- Donations from members of the Chapter (some chapters pass the gavel at the end of meetings and allow brothers to speak in exchange for contributing some petty cash. The chapter can then use this money for non-budgeted items, donations to other organizations, etc.)
- Events such as:
 - 5K
 - Walk-a-thon, Dance-a-thons, other various “a-thons”
 - Merit Badge or Girl Scout University
 - “Ugly Man on Campus” competitions
 - Penny wars
 - Car Smash
 - Bake Sales
 - Tournaments
 - Jail-and-Bail
 - Car Wash
 - Pump Gas
 - Sell doughnuts (or other food items) bought below market price
 - Raffles
 - Cleanups after events
 - Golf Outings

9. Takeaways/Recap – At this point, the agenda and participants goals are revisited to ensure that participants left satisfied that their goals were met. Additionally, participants are reminded that the fundraising ideas from the index cards would be distributed via e-mail to all participants after I return to the National office. Lastly, each participant is given a Computer CD containing an Excel template that hopefully, will be used to manage a chapter treasury records.

10. Evaluations – Participants are asked to fill out and turn in the Workshop Evaluation Form.