

Treasurer and Finance Policy
Alpha Phi Omega, Alpha Epsilon Zeta Chapter
The University of Texas at Dallas
Last Updated April 22, 2007

- I) Collection of Funds
 - a. ALL chapter money must be collected by the following designated officers: Treasurer, President, or designated fundraising coordinator.
 - b. A written receipt must be issued for all cash monies collected and must contain the following information:
 - i. the receipt number
 - ii. the date
 - iii. amount collected
 - iv. name of payer
 - v. name of collector
 - vi. purpose for which money was collected
 - c. Cash received must be collected by the Treasurer, except in cases outlined below
 - i. Cash monies collected for fundraising, which must be received by the designated fundraising project coordinator, and for which a written receipt must be issued.
 - ii. The date set for any large collection of monies (i.e. banquets, T-shirts, conferences) must be approved by the chapter Treasurer at least one week prior to that requested date.

- II) Obtaining Funds
 - a. To obtain a check from the chapter, the Treasurer must be notified at least three business days in advance of the date it is needed.
 - b. Upon notification, the Treasurer must be informed of the name of person/organization to whom the check should be made payable, the exact amount for which the check is to be written, and the purpose for which it is to be used.
 - c. The purchase must have been approved by the President and one other member of the Executive Committee.

- III) Reimbursement
 - a. To be reimbursed by the chapter for monies expended, a receipt must be presented to the Treasurer.
 - b. On the receipt, the amount to be repaid must be circled or otherwise indicated.
 - c. The receipt must bear the name of the person to be reimbursed, as well as the date and the purpose for which the money was spent.
 - d. Reimbursement checks will be disbursed at the next regular chapter meeting after the Treasurer receives the required documentation.

- e. Checks for receipts received by the Treasurer on Friday will not be issued until the second regular meeting of the chapter.
- f. Dues cannot be deducted from amounts owed to brothers by the chapter. All transactions must be separated to help ensure accurate chapter records.
- g. All monies paid to the chapter, for any reason, are non-refundable.

IV) Purchasing

- a. All purchases made for events must be approved by the treasurer and that event's coordinator or chair.
- b. Receipts for reimbursement must be initialed by the event coordinator or chair prior to being submitted to the chapter Treasurer.

V) Maintaining the Books

- a. Chapter books must be kept manually or electronically.
- b. The same general system of bookkeeping must be kept through consecutive fall and spring semesters.

VI) Additional

- a. All monies due the Chapter by an Active Brother or a Pledge Brother pertaining to membership or pledging fees must be paid prior to the purchase of chapter T-shirts, banquet fees, or other miscellaneous chapter sponsored items and events. Therefore any monies given to the chapter by a Brother for the purpose of banquet cost or other miscellaneous items shall first be applied toward any pledge or active membership dues or other outstanding debts owed to the chapter by the aforementioned person.
- b. When it is the case that a pledge wishes to extend his or her pledging period into the next semester, any pledging fees still owed to the chapter must be paid in full by the date on which active membership dues are due.
- c. The members listed on the account for the semester shall be responsible for changing the password for online access each semester, and only the members on the account may have access to the password.
- d. Dues can be paid under the payment plan, which states:
 - i. One-half of the chapter dues shall be paid no more than two (2) weeks after the first official meeting, at which attendance is taken.
 - ii. The second half of the balance due must be paid by November 1 for the fall semester and by March 1 for the spring semester to ensure that the chapter is able to stay current with all National debts.
 - iii. If this payment plan cannot be adhered to, an alternative payment plan can be proposed to the Treasurer to be presented to the Executive Committee to be approved by a majority vote where quorum prevails.