Being the beSDT Treasurer

Your role as a Treasurer is very important and it may seem overwhelming but this helpful list of duties will guide you toward success!

Chapter Income

Managing the collection of membership dues

- For active, new, inactive, abroad, and part-time members
- Keep an accurate record of members with a balance
- Maintain follow-up communication with members who have not paid
- GreekBill can help with your local dues billing and keep track of member payment

Deposit collected money into chapter bank account weekly

Chapter Expenses

Managing the payment of invoices emailed by the National Office

- Active member invoices are emailed twice a year in the fall and spring semester (three times if on trimester based on the rosters in ChapterSpot.
- New Member invoices are emailed in the semester the new member class is taken. They are based on the members that are entered in ChapterSpot by your chapter.
- Other invoices sent could be for chapter supplies, expenses for leadership consultant visits, or registration fees for events (Elevate, Convention, etc.)
- Payment to the National Office can be sent by check, paid on ChapterSpot by credit card or echeck, and through BillhighWay or Greekbill if applicable.
- Outstanding invoices can be found on the Statement of Account on ChapterSpot

Badge Orders

Badges are required for every new member. Badge orders can be placed on ChapterSpot after new members are entered. Payment can be made through Chapterspot with a credit card or echeck. You may also send a check to the National Office.

- Orders should be submitted **three weeks** prior to initiation
- Every member on the badge order should have the same initiation date.
- Please include a current ship to address for safe delivery

Balance the chapter checkbook. Two signatures are required on the chapter bank account – President and Treasurer.

Financial Documents

Prepare and submit fall and spring chapter budgets

- Budgets should be completed using the template on ChapterSpot in the Checklist App. Once it is completed, it can be uploaded to current assignments.
- Maintain the budget throughout your term and adjust when necessary
- Ensure that all committee chairmen are keeping within their budget

Prepare and submit quarterly financial statements (twice a semester).

- Financial statements should be completed using the template on ChapterSpot in the Checklist App. Once it is completed, it can be uploaded to current assignments.
- Income and expenses should be entered in appropriate fields for each month

Administrative Documents

Chapter Rosters

- Rosters should be updated on ChapterSpot within the first week of each semester.
- Once it is updated, the Member Roster Update form should completed in the Checklist App. This verifies that all member statuses are correct the chapter is ready to be billed.

Have all active and new members complete Membership Contracts annually.
Send summer and winter letters informing members about chapter dues.
Prepare payment plan contracts and reminders.

Collections

After failed attempts to get a member to pay their past due balances they may be sent to collections. To start the process, email the National Office with the following information:

- Name of the member with her most current and active email address
- Amount of past due balance with supporting documentation (membership contracts, invoices, etc.)

The National Office will then email a 10-day letter to the member as a final attempt to reconcile. If that attempt is not successful the member will be sent to our collection agency, Parson Bishop.
Your chapter will have access to an account portal so you can communicate with the agency, submit any needed documents, and stay up to date with the collection status.

Taxes

Every chapter must file a tax return annually. The type of return varies depending on your chapter's gross receipts.

- If your chapter's gross receipts are less than $50,000 annually less what you have paid in National dues, then you need to file the simple 990-N e-postcard. All you need for this is your chapter legal name, address and federal ID number.
- If your chapter gross receipts are over $50,000 but less than $200,000, a 990 EZ needs to be filed. If over $200,000, then a full 990 tax return needs to be filed. Our accountants can help with this! We would need your bank statements and an excel document of your checkbook register.

For chapters with houses and accountants, your returns are already being handled. All others, feel free to reach out with questions.

Help with ChapterSpot

Tutorials on how to:
- update member statuses on your roster
- add new members
- view statement of account
- pay an invoice electronically
- look for assignments in the ChecklistApp

Can be found by clicking the ? on the upper right corner when you log into ChapterSpot