



PHI DELTA THETA
Become the greatest version of yourself

TREASURER

BASIC FUNCTION:

The treasurer is responsible for collecting all monies due to the chapter, campus, and General Headquarters while working with each member to acquire a zero balance. The treasurer also determines the budget for the chapter, in conjunction with the CAB financial adviser, to promote fiscal responsibility and financial best practices.

10 THINGS TO FOCUS ON AS TREASURER:

1. Meet with the president, vice president, and financial adviser during the summer to review the past year's budget and expenditures. After the past year's activity has been reviewed, determine the chapter's budget for the upcoming school year.
2. Alongside the financial adviser, review all **greekbill offerings** that can assist the chapter in developing its **budget**, billing and collecting membership dues, and filing necessary annual tax form(s). You may also want to identify an entity that can perform an annual audit of the chapter's finances.
3. Submit all financial items on the **Chapter Greatness Checklist** (insurance payment, conference payments, new member, initiation, and member dues, and a zero balance by April 30). Along with this, stay current on all university-imposed dues (IFC dues, fraternity/sorority programming dues, etc.).
4. Work with the executive officers and committees to inform them of their respective budgets, proper planning practices for fiscal management, and to answer any questions regarding chapter finances as it relates to their roles.
5. Share budget details with chapter members and inform them of their financial obligations, deadlines for the upcoming term, penalties for delinquencies, and to help members understand how the chapter spends its money.
6. Determine a process that shares with members their account receivables in order to create a culture of financial accountability among all members.
7. Complete all **annual tax forms** on time in order to maintain the chapter's tax status as a nonprofit organization. Failure to file timely for three consecutive years will result in the chapter losing its tax status. Regaining that tax status can cost upwards of \$2,000.
8. Work with chapter members to set-up feasible payment plans that will help ensure dues are collected in a timely manner.
9. Collaborate with the executive board, if possible, to determine financial incentives and scholarship opportunities.
10. Lead the chapter finance committee that includes the fundraising chair and at least three general members. This committee should meet twice monthly and share a monthly financial report with the chapter and financial adviser.

VIEW MORE RESOURCES AT:

<https://www.phideltatheta.org/members/resources/chapter-officers/treasurer/>
