

Sigma Tau Gamma Fraternity®
Chapter Management Program

**FINANCE DIVISION
MANUAL**

FOR THE
**Vice President of Finance
and
Chapter Treasurer
House Manager
Food Service Manager
Fund Raising Chairman**

Property of
Sigma Tau Gamma Fraternity, Inc.
P. O. Box 54
Warrensburg, Missouri 64093
www.sigmataugamma.org

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Sigma Tau Gamma Fraternity Inc.®



Ver. 2009.1

Chapter Management Program

The Principle of Leadership calls us to perform our leadership duty, no matter what our position in our chapter. Your first chapter duties may be to vote thoughtfully and responsibly in chapter meetings and to serve on a chapter committee. These responsibilities are not to be taken lightly. As you progress in your membership you may be called upon to serve as a committee chairman or even a chapter officer. Your ability to perform in these higher offices will rest upon the skills you have built along the way. The Principle of Leadership demands that we accept personal responsibility for the whole Fraternity, doing whatever is needed to fulfill our role. In an elected office, the responsibility becomes even greater. We are entrusted with the care of others. More than this, we are entrusted with not just the now, but with the history and future of our chapter. We must do what is right, whether or not it is popular.

Elected Officers and Divisions

There are four divisions in the chapter management program each administered by an elected vice president. The vice presidents are equal. However, in the absence of the president, there is a line of succession. It is: 1) Executive Vice President, 2) Vice President of Membership, 3) Vice President of Programs, 4) Vice President of Finance. Most other positions come under the administration of one of the divisions. Members filling these positions are generally appointed by the officer in charge of the division, with the advice and consent of the chapter.

Appointed Offices

There are many important leadership roles in the Fraternity. Every office is important. Most are functional offices to which members are appointed. Sometimes, service in one of these offices is a prelude for advancement to an elected office. Just as often, a member will find that an appointed office fits his talents perfectly, and it is in this role that he makes his greatest leadership contribution to the Fraternity. Often a member will serve in more than one role. For example, a member serving as chapter secretary will likely also serve as a member of a recruitment committee and perhaps even as a big brother in the fraternal education program, thereby fulfilling three important chapter functions. The quality of a member's service in an appointed office is the key criteria of suitability for elected office.

Judicial Board

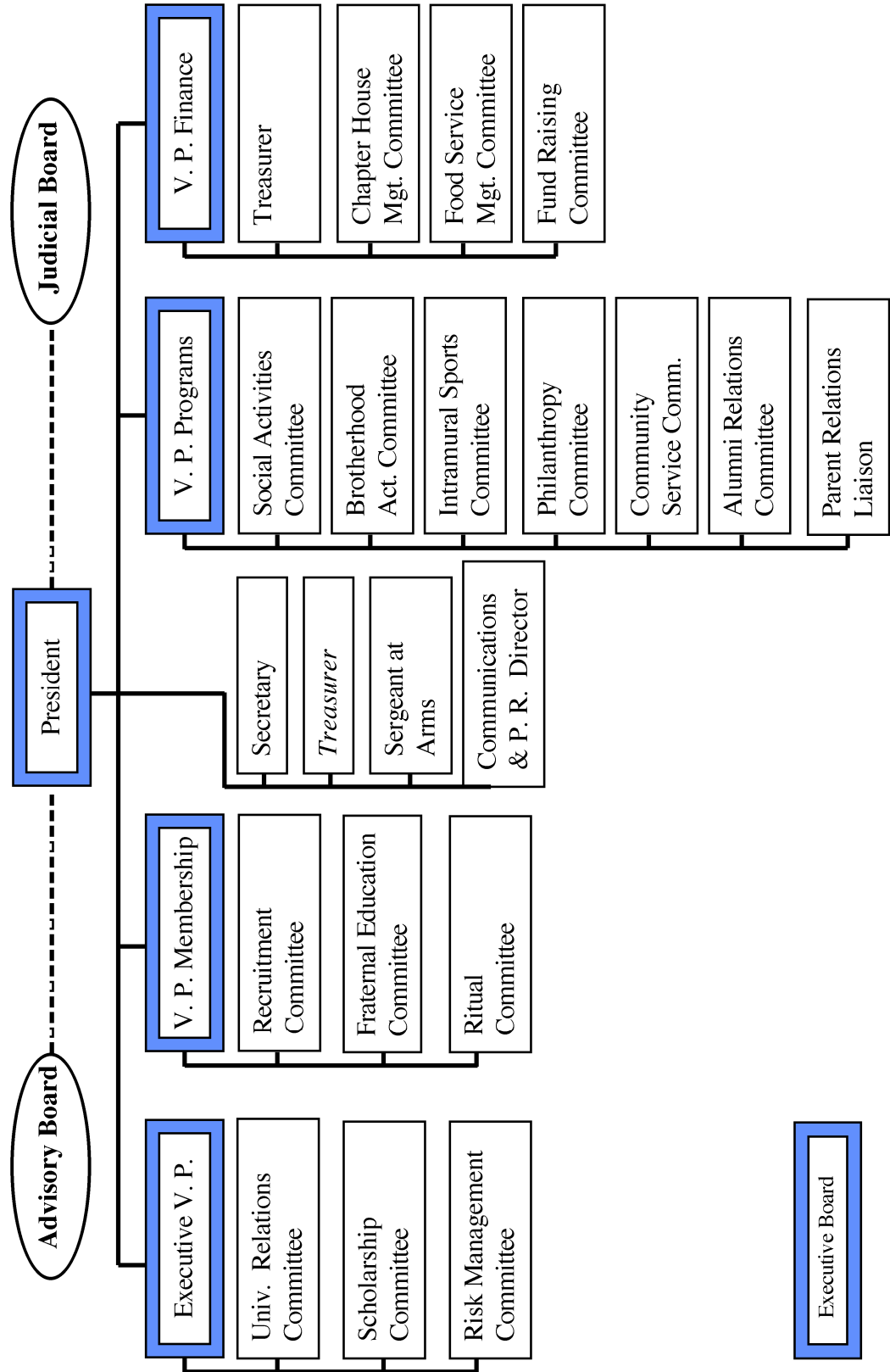
The Chapter Judicial Board is composed of three undergraduate members, an alumnus member and a chapter advisor. The undergraduate members (together with one alternate) are elected each semester. The Chapter Judicial Board resolves questions of interpretation of the chapter by-laws and has original member discipline jurisdiction.

When considering issues of interpretation of chapter by-laws, the Judicial Board must be careful to avoid any decision that places the chapter in conflict with the Constitution, Laws or Policies of the national Fraternity. The publication Constitution & Laws and Policies is available from the Fraternity Headquarters. It is the definitive source for this information. Care should be taken to reference the most recent edition of this publication.

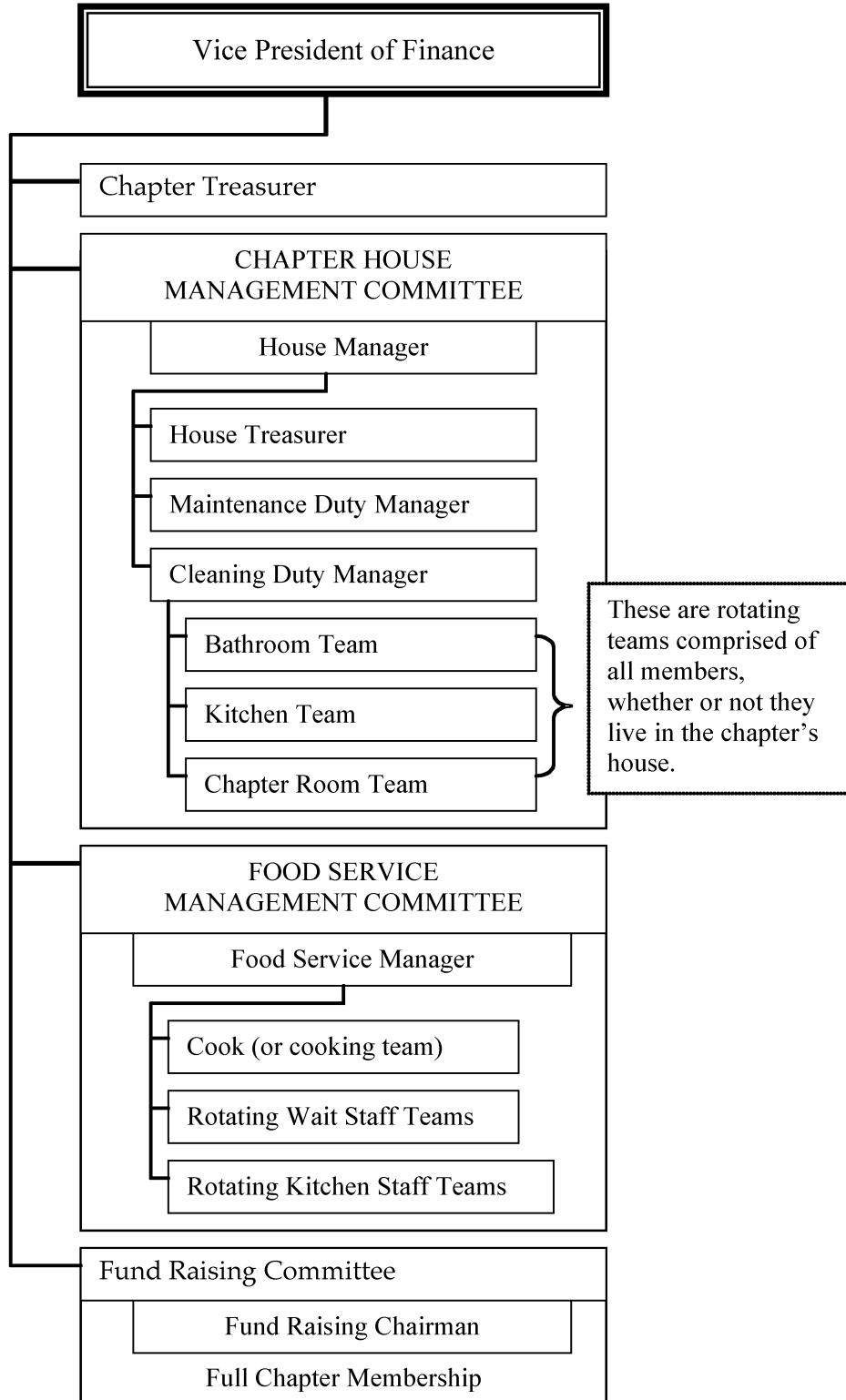
The same publication contains the *Due Process Procedures Policy Statement*. This statement describes exactly how to proceed with issues of member discipline. If the Chapter Judicial Board fails to follow these procedures as stated, appellate boards will be forced to reverse its decisions.

It would be unfair to elect Judicial Board members after an issue of interpretation is raised, or after a member is charged with a violation requiring Judicial Board action. Therefore, Judicial Board members must be elected at the beginning of each semester.

Chapter Management Program



Sigma Tau Gamma Fraternity, Inc.
Chapter Management Program
Finance Division





Vice President of Finance

Finance Division

The Vice President of Finance is an elected officer of the chapter and a voting member of the Executive Board. As the chief administrator of the Finance Division he is responsible for the management of chapter finances, assets and support services. The Vice President of Finance has authority to appoint the chairmen and members of the committees in the Finance Division with the advice and consent of the full chapter. His leadership team includes the Chapter House Manager, Food Service Manager, and Fund Raising Chairman.

The Treasurer also serves as a member of his leadership team, but is appointed by the President and serves as an ex-officio member of the Executive Board.

McCune Metrics Goals

The McCune Metrics standards are the measures of chapter excellence. They are set to give every chapter an equal opportunity to achieve McCune Distinguished Chapter recognition, no matter where they stood at the beginning of the year. This is particularly true of the Finance Goals.

Finance Goal

The McCune Metrics goal for all chapters is to bring to life the Principle of Integrity. We do this by:

- Expecting every member to pay his due in full and on time, and
- Paying all chapter bills in full and on time.

The McCune Metrics Financial Goal is to achieve \$0 past due accounts from all members and to pay all fees owed to Sigma Tau Gamma Fraternity within 30 days of the due date.

Chapters should pay all of their bills within 30 days of the due date. This is a real-life measure of financial responsibility. The McCune Metrics measures only the timeliness of fees paid to the headquarters because those statistics are readily available. But, the Principle of Integrity demands that not just headquarters bills, but all bills be paid in a similarly responsible manner.

The Vice President of Finance is responsible for budgeting an amount of chapter dues from the membership that will cover the chapter's financial obligations. He cannot rely on fundraising projects to make up the difference between financial obligations and the amount of dues when not high enough dues are charged. Fundraising is for the extras, not primary obligations.



Treasurer

Membership Division

The Chapter Treasurer is appointed by the President and is responsible to the Executive Board. He also serves with the Vice President of Finance as a part of the Finance Division leadership team.

His duties include collection of chapter dues and other receipts, deposit of funds in chapter bank accounts, balancing the chapter financial records and bank accounts monthly, preparation and distribution of monthly financial statements to the chapter, and preparation of annual tax reports.

The Treasurer does not disburse any funds (sign checks, spend cash or incur debt through vendor accounts.) The disbursement of funds is the function of the Vice President of Finance.

The Treasurer serves as an ex-officio non-voting member of the Executive Board. He also serves as a member of the Finance Division leadership.

Accounting duties are distributed between the Treasurer and Vice President of Finance to comply with accounting rules designed to guard against errors and embezzlement. Therefore, one member may not serve in both capacities.

TreasurerSupervisor: President / Coordinates with Vice President of Finance

Responsibilities

- Work with Vice President of Finance and Executive Board to prepare a chapter budget.
- Keep chapter financial records by account as identified in chapter budget, and publish to the members a monthly statement of accounts that compares actual and budgeted income and expense.
- Prepare and distribute member bills and keep a record of each member's charges and payments.
- Collect all monies due the chapter, issue written receipts and record income.
- Prepare checks for the signatures of the Vice President of Finance and the President, and record expenses.
- Balance all accounts monthly and prepare records for annual audit.

Resources

- Sample Chapter Budget
- Simple computer-based bookkeeping program (Examples: Quicken or QuickBooks)

Goals

Activities Planned to Achieve Goals

Activity	Due Date
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Budget

Item	Income	Expense
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<hr/>	<hr/>	<hr/>
TOTAL		<hr/>
NET INCOME LESS EXPENSE		<hr/>

by: _____ date: _____



The Chapter House Management Committee is responsible for managing the collegiate chapter's responsibilities with regard to chapter housing. College chapters may not directly purchase or lease property. This function is reserved to the chapter alumni association or housing corporation. However, the college chapter is the tenant of the facility and therefore has a significant amount of responsibility. These responsibilities fall into three main areas: finance, safety, and environmental quality.

The House Manager has one of the most challenging management jobs in any fraternity. In his post, the House Manager must deliver a product that is attractive to those living in the house, while at the same time relying on those individuals to produce the product. In other words, his customers and staff are the same people. He must also be an excellent manager of risk, both fiscal and physical. No function has more exposure to risk than chapter housing. Finally, he is an officer not just for the college chapter, but for the alumni association (or housing corporation) that owns or leases the house for the chapter's use. In that role he must be a team player and excellent communicator.

The House Treasurer, Maintenance Duty Manager and Cleaning Duty Manager assist the House Manager as a part of his house management team.

House Treasurer – maintains the accounts of the chapter housing operation, which must be kept separate from the chapter operational accounts. The House Treasurer collects rent and non-resident house (parlor) fees, deposits funds, and maintains the chapter housing financial records. Like the chapter treasurer, the House Treasurer does not sign checks, spend cash or incur debt or obligations of payment. These functions belong to the House Manager. These two functions are separated to comply with segregation of duty requirements necessary to protect against fraud or mismanagement.

Maintenance Duty Manager – organizes members to do minor house maintenance and, in consultation with the House Manager, contracts for maintenance projects that require professional services. Annoying and costly maintenance issues (i.e. leaky faucets, running toilets, loose door locks, worn carpet, etc.) are often inexpensive to fix. Yet, they can mean a great deal to the quality of a member's experience in the house. The Maintenance Duty Manager should take pride in his leadership and service.

Cleaning Duty Manager – organizes members to do the routine cleaning duties. Mom does not live at the chapter house. We don't have maids. Sigma Tau Gamma has a long and proud tradition of cleaning up after itself. Yet, this is a tough job. We're not slob, but we tend to live like slob if we lack the leadership needed to overcome laziness and bad habits. The Cleaning Duty Manager, together with the entire House Management team, must provide this leadership. The best way is to organize three or

more teams that rotate cleaning the bathroom(s), kitchen, and chapter room (or common areas) at least once each week. The teams should include a combination of members who live both in and out of the chapter house. After all, out-of-house members also use these facilities. They have obligation to do their share of the cleaning.

House Manager – is a member of the Finance Division management team. With the House Treasurer, Maintenance Duty Manager and Cleaning Duty Manager, he manages the housing function responsibilities of the college chapter. He also works with the leadership of the Chapter Alumni Association (or housing corporation) that owns or leases the house. In this role he must be a great communicator, planner and fiscal manager. He must understand that safety is a major concern.

Finance

Chapter houses are business enterprises. As such, they require attention to finances. There is no salvation for a chapter housing operation that does not cover its operating costs. Rent must be set at a rate that covers costs and all rent must be collected. Costs must be controlled in order to make rent affordable. Financial controls must be established and precisely followed.

Safety

Chapter houses are full of potential risks. Natural hazards such as, wind, rain, snow, heat, cold, and disease can all attack a place of residence and endanger members. Man-made risks from electrical systems, heating systems, furnishings, poor maintenance and untidiness can cause fire, slips and falls, disease and other risks to health and even life. The House Manager and his team must take these risks seriously and work diligently to minimize exposure.

Environmental Quality

The future of the house depends on its marketability. Members must want to live in the house. Experience has taught that being the cheapest is the least effective marketing tool. It will inevitably lead to failure. The House Manager and his leadership team must work to make the chapter house a truly attractive place to live.

House Manager Supervisor: Alumni Housing Chairman/ Coordinates with Vice President of Finance

Responsibilities

- Coordinate the establishment and enforcement of house rules.
- Assign living space and facilitate check-in and check-out procedures.
- Make and manage a schedule of housekeeping duties for all members.
- Manage housekeeping and house maintenance, including repairs, replacements and improvements.
- Facilitate participation by Parents' Club and Alumni Association in house improvements.
- Manage the ordering and receiving of all house supplies, including inspection of received items and maintenance of a catalog file, equipment warranties file, and equipment directions file.

Resources

- Housing Manual
- Risk Management Policy

Goals

Activities Planned to Achieve Goals

Activity	Due Date

Budget

Item	Income	Expense
TOTAL		
NET INCOME LESS EXPENSE		

by: _____ date: _____



The Food Service Management Committee is responsible for managing the food service functions of the chapter. Eating is a powerful activity. It is so, not just because it gives us sustenance, but because it is important socially. Even a relationship as powerful as the mother-child relationship is reliant upon preparing, serving and consuming meals together. Family relationships center on shared meals - from the time even before marriage, when parents are dating, through the child bearing and rearing years, and into the senior years. Churches, adult fraternal societies, civic organizations and political parties all rely on shared meals for fellowship. Mealtime is when people build and maintain relationships.

Yes, there are many other activities during which relationships are built. In fraternities we have athletic events, parties, community service and campus activities. But, none of these replaces the power of shared meals.

The Food Service Manager is in charge of the logistical process of making shared fraternal meals possible in Sigma Tau Gamma. Fortunate chapters will have a regular meal service in their chapter house. In these chapters the Food Service Manager has a huge task. With the cook, he is responsible for planning, budgeting and purchasing meal supplies (food, preparation supplies and cleaning supplies). He also supervises the mealtime duties, including food preparation, service and cleanup.

In chapters without a chapter house centered food service, the Food Service Manager arranges at least one chapter meal per week. These meals can be on or off campus, and may even involve the purchase of food and preparation of the meal by chapter members. Some chapters have great cooks, and a monthly best chef trophy is a great way to build spirit and provide great meals.

Cook – may be employed by the chapter or be a team of chapter members. The cook(s) plan and prepare the meals with management support from the Food Service Manager.

Wait Staff Teams – every member, from president on down, should serve a turn as part of the wait staff, setting up, serving and cleaning up after a meal. The Food Service Manager supervises these teams

Kitchen Staff Teams – every member, from president on down, should serve a turn as part of the kitchen staff, setting up and cleaning up the kitchen after a meal. The Food Service Manager supervises these teams

Food Service Manager – is a member of the Finance Division management team. He is responsible for managing chapter meals, and therefore, for building brotherhood.

Food Service Manager

Supervisor: Vice President of Finance

Responsibilities

- Manage relationship with a food service provider, including selection and contract agreement.
- Coordinate food service budgeting with Vice President of Finance and Treasurer.
- Make and manage a schedule of kitchen and dining room duties for all boarders.
- Manage kitchen and dining room facilities maintenance, including equipment repairs, replacements and improvements.
- Facilitate participation by the Parents' Club and Alumni Association in dining facility improvements.
- Manage the ordering and receiving of all dining supplies, including inspection of received items and maintenance of a catalog file, equipment warranties file, and equipment directions file.

Resources

- Housing Manual

Goals

Activities Planned to Achieve Goals

Activity	Due Date
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Budget

Item	Income	Expense
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TOTAL		<hr/>
NET INCOME LESS EXPENSE		<hr/>

by: _____ date: _____

Responsibilities

- Work with Vice President of Finance and Food Service Manager to prepare a budget each semester.
- Keep chapter financial records, by account as identified in food service budget, and publishes to the members a monthly statement of accounts that compares actual and budgeted income and expense.
- Prepare and distribute food service bills and keep a record of charges and payments.
- Collect all monies due the chapter, issue written receipts and record income.
- Prepare checks for your signature and that of the Vice President of Finance and record expenses.
- Balance all accounts monthly and prepare records for annual audit.

Resources

- Chapter Finance Manual

Goals

Activities Planned to Achieve Goals

Activity	Due Date

Budget

Item	Income	Expense
TOTAL		
NET INCOME LESS EXPENSE		

by: _____ date: _____



Fund Raising Committee

Finance Division

The Fund Raising Committee is responsible for organizing and managing fund raising events and projects. Chapters cannot rely on fund raising projects to pay for core operating expenses. National dues, insurance fees and IFC dues must be paid from the chapter's regular dues income. Fund raising proceeds should be used for the extras.

Fund Raising activities should not involve significant up-front capital expenditures by the chapter. Band concerts, for example, seem like big dollar fund-raisers, but they require up-front costs and guarantees. The contracts are designed to enrich the band and the band promoter, not the event sponsor. Chapters too often lose money on these kinds of events.

The most reliable events involve chapter labor. Many businesses need short-term labor for special projects. They prefer to hire groups rather than individuals so that they can avoid the burdensome paperwork legally required for direct employment. An auto dealer may need a showroom or car lot cleaned. An apartment complex may need leaves raked and burned. A theme park or ballpark may need cleaning or food service crews. A factory may need a large shipment loaded or unloaded. One great way to find these opportunities is to join your local Chamber of Commerce and give your chamber manager a supply of information flyers that he or she can give to businesses in need of short-term labor. You should also ask your chapter advisor and alumni leaders to help turn up leads.

Events like car washes and sandwich sales are still good for small cash needs. They rarely raise more than \$100 or \$200, but that can still help for some things.

Every member should be required to participate in a certain number of fund raising hours.

Fund Raising Manager – is a member of the Finance Division management team. He is responsible for managing chapter's fund raising projects.

Fund Raising Chairman

Supervisor: Vice President of Finance

Responsibilities

- Identify semesterly fund raising event.
- Plan, organize and implement the fund raising event, including schedule, budget, and member participation.
- Coordinate receipts and disbursements with Vice President of Finance and Treasurer.

Resources

- Risk Management Policy

Goals

Activities Planned to Achieve Goals

Activity	Due Date

Budget

Item	Income	Expense
TOTAL		
NET INCOME LESS EXPENSE		

by: _____ date: _____

Sample Chapter Budget

Year: 2006-2007

INCOME

Dues-Members	\$4,960.00	<i>31 members at \$160 per semester (\$10 per week)</i>
Dues-Associates	\$960.00	<i>12 associates at \$80 per semester</i>
National Dues	\$2,015.00	<i>31 members at \$70 per semester</i>
Risk Management Fee	\$2,325.00	<i>31 members at \$75 per semester</i>
IFC Dues	\$310.00	<i>31 members at \$10 per semester</i>
Fund Raising	\$1,075.00	<i>43 members at \$25 each</i>
Interest	\$112.50	<i>\$7,500.00 reserve invested at 3%</i>
Total	\$11,757.50	

DISBURSEMENTS

FIXED EXPENSE

Insurance	\$2,325.00	<i>31 members at \$150 divided by 2</i>
IFC Dues	\$310.00	<i>31 members at \$10.00 each</i>
STG Dues	\$2,015.00	<i>31 members at \$70 each</i>
Grand Chapter Fee	\$250.00	
Regional Conclave Fee	\$100.00	
Cont. to Reserves	\$310.00	<i>31 members at \$10 per member</i>
	\$2,985.00	

OPERATING EXPENSES

Communications	\$80.00	<i>Photocopies, Postage, & Phone</i>
Records	\$50.00	<i>Forms, Notebooks, File Folders</i>
Ritual	\$80.00	<i>Cleaning, candles, chalices, etc.</i>
Meeting	\$80.00	<i>Agenda photocopies</i>
Alumni Relations	\$250.00	<i>Newsletter Printing & Postage</i>
Public Relations	\$50.00	<i>News Releases-Photocopies & Photographs</i>
Rush	\$2,300.00	<i>10 events at \$200 each plus \$300 promotion</i>
Fraternal Education	\$300.00	<i>Commemorative Gift for each Associate @ \$25 each</i>
Scholarship	\$500.00	<i>Five \$100 awards</i>
Development	\$1,680.00	<i>10 Regional Conclave and 4 Grand Chapter</i>
Social Programs	\$2,350.00	<i>5 events at \$150 + White Rose at \$1,600.00</i>
Intramural Sports	\$600.00	<i>Fees and tee shirts based on 30 participants</i>
Audit	\$25.00	<i>Forms & Records</i>
Finance	\$80.00	<i>Forms, bankfees, and photocopies for reports</i>
Purchasing	\$25.00	<i>Forms & Records</i>
Total Variable	\$8,450.00	

Total Disbursements \$11,435.00

Net Surplus (loss) \$322.50

Semesterly Charges		
	INITIATES	ASSOCIATES
<i>Chapter Dues</i>	\$160.00	\$80.00
<i>Insurance/Pledge Fee</i>	\$75.00	\$50.00
<i>Nat. Sem Dues/Init. Fee</i>	\$70.00	\$185.00
Total	\$305.00	\$315.00

Non-chapter Income and Expense

Associate Fees	\$1,050.00	<i>12 Associates @ \$50</i>
Initiation Fees	\$2,280.00	<i>12 Initiates @ \$190</i>

Sample Chapter Statement

Sigma Tau Gamma Fraternity
Omega Alpha Chapter
 Great State University
Statement

Samuel T. Goodguy
 1920 Ellis Lane
 Morris, GT 62820

Date: 9-Jan-07

Item	Credit	Charge
Chapter Dues - Spring Semester		\$160.00
National Dues - Spring Semester		\$70.00
Risk Management Fee - Spring Semester		\$75.00
IFC Dues - Spring Semester		\$10.00
House Bill - Double Room Occupancy		\$625.00
Total Charges		\$940.00
Total Credits	\$0.00	
Balance Due		\$940.00

*Payment due in full within 30 days of statement.
 Late payments are subject to finance charge.*

Less 5% discount if paid in full by December 31,	(\$47.00)	\$893.00
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<i>Budget Payment Option Total Due (Includes 3 Point Finance Charge):</i>	\$968.20
Budget Payment Due by January 15	\$322.73
Budget Payment Due by February 15	\$322.73
Budget Payment Due by March 15	\$322.73

A \$25 late payment charge will be added to past due accounts.

Chapter Budget Worksheet

	Actual from Last Semester	Budget	Actual To Date This Semester
Income	\$	\$	\$
Chapter Dues-Initiated Members	\$	\$	\$
Chapter Dues-Associate Members	\$	\$	\$
National Fraternity Dues - Members	\$	\$	\$
Insurance Fee	\$	\$	\$
IFC Dues	\$	\$	\$
Fund Raising	\$	\$	\$
Interest on Savings	\$	\$	\$
Total Income	\$	\$	\$
Disbursements			
<i>Fixed Expenses</i>			
National Fraternity Dues	\$	\$	\$
Insurance	\$	\$	\$
IFC Dues	\$	\$	\$
Grand Chapter Fee	\$	\$	\$
Regional Conclave Fee	\$	\$	\$
Contribution to Reserves	\$	\$	\$
Subtotal Fixed Expenses	\$	\$	\$
<i>Operating Expenses</i>			
JB1-Judicial Board	\$	\$	\$
CP1- Secretary	\$	\$	\$
CP2-Sergeant-at-Arms	\$	\$	\$
CP3-Communications & P.R.	\$	\$	\$
EVP1-Scholarship Program	\$	\$	\$
EVP2-Risk Management	\$	\$	\$
VPM1-Recruitment	\$	\$	\$
VPM2-Fraternal Education	\$	\$	\$
VPM3-Ritual	\$	\$	\$
VPP1-Social	\$	\$	\$
VPP2-Brotherhood Activities	\$	\$	\$
VPP3-Intramural Sports	\$	\$	\$
VPP5-Community Service	\$	\$	\$
VPP6-Philanthropy	\$	\$	\$
VPP7-Alumni Relations	\$	\$	\$
VPP8-Parents Club	\$	\$	\$
VPF1-Treasurer	\$	\$	\$
VPF2-Fund Raising	\$	\$	\$
Subtotal Operating Expenses	\$	\$	\$
Total Disbursements	\$	\$	\$
Net Surplus (Loss)	\$	\$	\$

House Budget Worksheet

	Actual from Last Semester	Budget	Actual To Date This Semester
Income	\$	\$	\$
Rent	\$	\$	\$
Utilities Assesment	\$	\$	\$
Parlor Fees	\$	\$	\$
Other	\$	\$	\$
	\$	\$	\$
Disbursements			
<i>Fixed Expense</i>			
Mortgage or Rent Payments	\$	\$	\$
Insurance	\$	\$	\$
Real Estate Taxes	\$	\$	\$
Electric Service	\$	\$	\$
Water Service	\$	\$	\$
Natural or Propane Gas Service	\$	\$	\$
Sewer Service	\$	\$	\$
Trash Service	\$	\$	\$
Sub-Total Fixed Expenses	\$	\$	\$
<i>Variable Expenses</i>			
Cable Television Service	\$	\$	\$
Telephone Service	\$	\$	\$
Internet Service	\$	\$	\$
Cleaning Supplies	\$	\$	\$
Maintenance & Repairs	\$	\$	\$
Other	\$	\$	\$
Sub-Total Variable Expenses	\$	\$	\$
Total Disbursements	\$	\$	\$
Net Surplus (Loss)	\$	\$	\$
Food Service Budget Supplement			
Meal Plan Fees (Income)	\$	\$	\$
Catering Contract Charge	\$	\$	\$
Supplemental Food Stuffs Budget	\$	\$	\$
Equipment Lease	\$	\$	\$
Cleaning Supplies	\$	\$	\$
Total Food Service Expenses	\$	\$	\$
Net Surplus (Loss)	\$	\$	\$