Alpha Kappa Alpha Sorority, Incorporated

Epsilon Xi Omega Chapter **Financial Procedures**

Overview (Fiscal Fitness V)

Epsilon Xi Omega chapter shall establish detailed financial procedures for handling chapter finances which shall be approved by the chapter in accordance with Alpha Kappa Alpha Sorority, Incorporated's Constitution and Bylaws, the chapter bylaws and the sorority's Fiscal Fitness Guide to Chapter Financial Procedures. This includes, but is not limited to, the handling of funds, record keeping, budgeting, banking procedures, bonding, auditing and internal controls.

Epsilon Xi Omega chapter shall operate within the same fiscal year as Alpha Kappa Alpha Sorority, Incorporated. The fiscal year begins January 1st and ends December 31st of each year.

Only Bonded Officers May Handle Chapter Funds (Fiscal Fitness X)

No one soror shall be permitted to handle a financial transaction from start to finish as it pertains to the receipt and disbursement of funds. The chapter elects the following financial officers: Pecunious Grammateus (Financial Secretary) and Tamiouchos (Treasurer). The Basileus, Tamiouchos and First Anti-Basileus are the authorized signatures for check disbursements.

All chapter positions that handle money and/or sign checks must be bonded. The bonds should cover positions, and not individuals (a blanket bond), i.e., Basileus, First Anti-Basileus, Tamiouchos, Pecunious Grammateus , Anti-Tamiouchos, Anti-Pecunious Grammateus and Graduate Advisor. The chapter should review its bonding coverage when the bond is renewed to ensure chapter coverage is adequate. Surety bonds may be secured through insurance brokers, and should be kept in the chapter files.

Income (Chapter Bylaws IV.4.G.F., Fiscal Fitness II and V)

The Pecunious Grammateus (Financial Secretary) receives all funds in the name of the chapter, regardless of the source. This includes dues, funds raised through special projects, contributions, and other sources. She issues a receipt identifying the source of funds and then, within 5 – 7 business days, turns such funds over to the Tamiouchos (Treasurer) accompanied by a completed *Report of Funds Received* form for each appropriate account.

The Tamiouchos (Treasurer) deposits intact all funds received from the Pecunious Grammateus (Financial Secretary) using bank deposit slips for the appropriate account. The total amount deposited shown on the bank receipt must match the total amount on the corresponding *Report of Funds Received* form. The Tamiouchos should deposit funds the following day after received from the Pecunious Grammateus, if possible. Deposits must be made within 7 days of receipt.

The chapter shall keep its funds in accounts with financial institutions, maintaining separate accounts for specified income and expenditures. The chapter shall keep all funds raised from the community in an account separate from funds for chapter operations.

The Anti-Pecunious Grammateus provides assistance to the Pecunious Grammateus at her direction and in her absence. The Anti-Pecunious Grammateus is appointed by the Basileus, is a member of the Executive Committee and the Budget and Finance Committee and is covered by the chapter bond. Her duties are as assigned by the Pecunious Grammateus and/or the Basileus.

Expenditures (Chapter Bylaws VIII.1.D, Fiscal Fitness VI)

All chapter expenditures must be authorized, either by inclusion in the chapter budget or by vote of the chapter. This includes line item transfers and mid- and end of year adjustments. In emergencies, the Basileus may approve unplanned expenses with the approval of the Executive Committee, and make a report to the chapter as soon as possible.

The procedure for disbursement of funds begins with a voucher that is prepared and signed by the chapter officer, committee chairman or other authorized individual. The voucher lists the purpose for the expenditure, name of the officer or committee chairman requesting the expenditure, the amount of the expenditure and the budget line item to be expensed. The voucher must also be signed by the Basileus or the First Anti-Basileus when authorized by the Basileus.

The Tamiouchos (Treasurer) then issues a check, in the authorized amount, signed by the Tamiouchos and the Basileus or First Anti-Basileus when authorized by the Basileus. Vouchers should be signed and checks issued within 21 days of the initial submission of the voucher. The purpose for the expenditure should be clearly stated on the check and also in the check register.

The chapter has authorized expenditures when it approves the budget; therefore, sorors and/or committees that expend funds exceeding budgeted amounts, may have to bear the cost of the overage expended, i.e., the unauthorized expense(s). Expenditures which are unauthorized by the chapter, or in emergencies by the Basileus with Executive Committee approval, must be paid back to the chapter, and will be reported to the Regional Director.

The Anti-Tamiouchos provides assistance to the Tamiouchos at her direction and in her absence. The Anti-Tamiouchos is appointed by the Basileus, is a member of the Executive Committee and the Budget and Finance Committee and is covered by the chapter bond. Her duties are as assigned by the Tamiouchos and/or the Basileus.

Financial Institutions and OnLine Banking (Fiscal Fitness V)

The chapter's financial institutions are required to send monthly statements to the chapter showing the current balance(s) in the account(s) along with monthly activity.

Accessing the chapter's financial records via the internet is one way the financial officers can stay abreast of up-to-date financial activities. The financial officers must maintain appropriate internal controls adequate to ensure the safety of chapter assets, including changing passwords when there are new officers authorized to sign on or access the account.

Any savings or investment accounts opened by the chapter shall be opened in the same manner as checking accounts. Monthly statements that show current balances and account activity, including interest earned, must be sent to the chapter.

Chapter Debit and Credit Cards (Fiscal Fitness X)

Although the banking institution may automatically issue debit/credit cards to those authorized to sign on the account, only the chapter Tamiouchos is permitted to be in possession of a debit/credit card issued on a chapter account. Any and all other debit/credit cards must be destroyed upon receipt as no chapter officer or member is ever authorized to make a purchase or payment without going through an authorization process in advance. The Tamiouchos may use the debit/credit card to make authorized payments as necessary.

Membership Dues and Assessments (AKA Constitutions and By-laws, Article IV, Section 9C, Chapter Bylaws III)

An active member of Epsilon Xi Omega Chapter is a soror who has met all chapter and corporate financial obligations. All dues and assessments are due and payable to the Corporate Office by January 1st of each year.

The dues and assessments for chapter members shall be based on a budget prepared by the Budget and Finance committee and adopted by the chapter. Dues and assessments shall include the cost of one copy of the current Alpha Kappa Alpha Sorority, Incorporated,

Constitution and Bylaws and one copy of the Manual of Standard Procedure unless a member presents her own current copy of these documents.

Chapter dues shall be waived for Golden Sorors who are also Life members; however, all assessments approved by the chapter shall be paid.

Chapter dues shall be waived for Diamond Sorors and EXO Charter members; chapter assessments shall also be waived for Diamond Sorors and EXO Charter members.

Life members who desire to have chapter voting privileges and participate in chapter activities shall pay all chapter dues and assessments.

Chapter dues shall be waived for a period of one year for undergraduate sorors who transfer to Epsilon Xi Omega chapter immediately after graduation. They shall, however, pay per capita tax, Corporate Office and chapter assessments, and the cost of their copies of the Alpha Kappa Alpha Sorority, Incorporated Constitution and Bylaws and Manual of Standard Procedure. Chapter dues shall be discounted by 10% during the second year of full membership.

The Educational Advancement Fund (EAF) national assessment must be paid annually along with per capita, chapter dues and chapter assessments.

An inactive member who desires to reactivate must have paid previous indebtedness to her former chapter and the Corporate Office of Alpha Kappa Alpha Sorority, Incorporated before a reinstatement fee will be accepted. Epsilon Xi Omega must receive an official transfer notice from the Corporate Office.

Epsilon Xi Omega chapter dues may be prorated for sorors transferring from another chapter or from general membership, or for new initiates based on a 12 month year. Chapter assessments must be paid in full.

Sorors transferring from Epsilon Xi Omega to another chapter may request to have their dues prorated if they are in good standing with EXO, i.e., having paid chapter dues, all fees and assessments. Sorors shall be reimbursed the remaining dues pending proof of transfer to the new chapter within the fiscal year. Chapter assessments shall not be prorated.

Paying Dues and Assessments (AKA Constitution and Bylaws, Article VI, Section 7, Article VII, Section 14)

All dues and assessments are due and payable January 1st of each year.

Late Charges

A 10% late fee shall be charged for all chapter membership dues paid after February 1st. Late charges do not apply to reactivating members.

A 10% late fee shall be charged for Corporate per capita dues if postmarked after February 1st. Sorors are inactive until per capita and late fees are paid for the calendar year. Per capita dues paid to the chapter after January 15th are not guaranteed to reach the corporate office by February 1.

EXO sorors are encouraged to pay membership dues by the December chapter business meeting. A Soror who fails to meet all financial obligations, including the payment of dues and assessments voted by the chapter, shall not be eligible to hold office or a committee chairmanship, serve on a committee, act in any official capacity for the chapter or participate in chapter activities. Chapter officers are required to have paid their dues and assessments prior to being installed at the December chapter business meeting. Chapter Committee Chairmen must have paid their dues prior to being appointed.

Furthermore, Sorors paying after December 31 risk disrupting consecutive years of service required for participation in some sorority activities.

Personal checks should be made payable to AKA EXO and mailed to AKA EXO, ATTENTION: Pecunious Grammateus, PO Box 880537, San Diego, CA 92168. Personal checks for Corporate per capita dues will not be accepted after the December chapter business meeting. All per capita payments made after the December chapter business meeting must be made by PayPal, cash, money order or cashier's check. Post-dated checks for membership dues and assessments will NOT be accepted and the chapter will not remit per capita dues to the Corporate Office until all chapter dues, assessments and other financial obligations have been paid.

EXO offers a monthly installment plan for membership dues and assessments. All payments must be completed by the December chapter business meeting.

NSF Checks

Checks returned for non-sufficient funds will incur an automatic fee of $20.00 per check or the NSF fee charged to the chapter's bank account, whichever is greater. Once the maker has been notified of a returned check, the amount of the check plus fees due must be redeemed with a cashier's check, PayPal, money order or cash within 10 business days. The Chapter will not redeposit an NSF check. After two (2) returned checks, no other checks will be accepted from the maker for a period of one (1) year.

Duties of Officers with Financial Responsibilities (Chapter Bylaws IV, 4A.B.F &G)

Basileus – It shall be the duty of the Basileus to sign all orders of the Tamiouchos for money.

First Anti-Basileus - It shall be the duty of the First Anti-Basileus to sign all orders of the Tamiouchos for money in the absence or at the direction of the Basileus.

Tamiouchos – It shall be the duty of the Tamiouchos to receive monies of the chapter from the Pecunious Grammateus and to serve as the custodian of funds of special committees as set up by the chapter. She shall pay all vouchers signed by the Basileus, keep the accounts in a proper manner by maintaining receipts of disbursements and a file of all bills. She shall make a monthly report to the chapter of all financial matters. She shall make bank statements from all accounts available to chapter members at the monthly Executive Board meetings. The monthly reports of the Tamiouchos and the Pecunious Grammateus to the chapter must reflect the same time period.

She shall be the chairman of the Budget and Finance Committee and a member of the Executive Committee.

The Tamiouchos should deposit funds the following day after received from the Pecunious Grammateus, if possible. Deposits must be made within 7 days of receipt.

The Tamiouchos also performs the following duties:

1. Makes and maintains a record of bank deposits;
2. Prepares monthly and annual financial statements, including the summarized budget and annual financial statement sent to the Corporate Office;
3. Submits electronically, with the Basileus, per capita payments to the Corporate Office;
4. Obtains and reviews check request vouchers, issues checks, and prepares monthly bank reconciliations;
5. Monitors expenditures against budget line items. The Tamiouchos shall not issue a check that exceeds a budget line item.
6. Fulfills all responsibilities required of her by the Corporate Office (see Fiscal Fitness: Guide to Chapter Financial Procedures).

Check Disbursements

All checks should be payable to an individual, company or organization. Checks shall not be payable to "cash" or "bearer."

The Tamiouchos will only issue checks with the submittal of original/supporting documentation.

The Tamiouchos will mark the voucher "paid" with date and check number indicated.

The Tamiouchos retains voided checks and cancels the instrument by writing VOID on the check.

The Tamiouchos will not issue credit vouchers for expenditures. Sorors will receive checks only.

The Tamiouchos shall not maintain a petty cash fund.

Reimbursement for Chapter Expenses (This section developed by a previous EXO Budget and Finance Committee and was approved by the chapter)

Reimbursements can only be made directly to chapter members.

Request for reimbursement of expenses made on behalf of the chapter must be made by chapter officers or committee chairmen to the Tamiouchos at least three days prior to the Executive Committee or chapter meeting. This may be done via email, by use of an electronic voucher (check request form) with attached scanned receipts. Upon approval at this level, the Tamiouchos will obtain the signature of the Basileus and issue payment. Check will be released when Tamiouchos receives the original receipt. Receipts must contain sorority related expenses only.

Request for reimbursement of expenses by committee members should be submitted to the committee chairman.

Committee chairmen must monitor their approved budgets and maintain records of all expenditures so that costs do not exceed budgets.

Vouchers may be completed at chapter meeting between 9:00 am and 9:25 am. Vouchers submitted for reimbursement on the day of a chapter or Executive Committee meeting may not always be processed that day. However, these checks may be mailed to the Soror if a self-addressed stamped envelope is provided to the Tamiouchos for that purpose.

Vouchers should be signed and checks issued within 21 days of the initial submission of the voucher.

Anti-Tamiouchos – It shall be the duty of the Anti-Tamiouchos to provide assistance to the Tamiouchos at her direction and in her absence. The Anti-Tamiouchos' duties are as assigned by the Tamiouchos and/or the Basileus.

Pecunious Grammateus – It shall be the duty of the Pecunious Grammateus to receive and record all money for the chapter, including dues and assessments, and issue proper receipts for same. The Pecunious Grammateus must record and receipt the specific account/event for which funds are intended, e.g., Program funds vs Event funds. All income intended for specific events must be earmarked for that event so that Program and Event committees are able to prepare accurate income and expense reports at the conclusion of their programs/events. A separate account is required to be set up to

avoid comingling of monies when the chapter is asked to raise funds for a specific organization and the money is to be sent to the AKA Corporate Office. The Pecunious Grammateus shall keep a record of all monies received. She shall notify all members of their delinquent financial obligations, which are payable on or before their current dues will be accepted. She shall clear all candidates for office and conference delegates, including nominations from the floor, before their names are placed on the ballot. It shall be her duty to keep the Basileus informed of the eligibility (financial status) of sorors to participate during chapter meetings or any sorority activity. She shall maintain an alphabetical list of all financial sorors and have it readily available at all meetings. It shall be her responsibility to ensure the sign in sheet for chapter business meetings and all lists used to communicate with chapter members are updated to include all active sorors, and only active sorors. She shall be a member of the Budget and Finance Committee and the Executive Committee.

The Pecunious Grammateus also performs the following duties:

1. Prepares a Money Receipt Report to be given to the Tamiouchos along with the monies collected.

2. Prepares a monthly report of funds received to the chapter. The monthly reports of the Tamiouchos and the Pecunious Grammateus to the chapter must reflect the same time period.

3. Prepares and has available at all chapter meetings an alphabetical list of financial sorors who are eligible to vote and to receive ballots for voting.

Receipt of Funds

The Pecunious Grammateus must be notified by the committee chairman of any chapter event where it is anticipated that funds will be collected. In the event the Pecunious Grammateus or Anti-Pecunious Grammateus is not available to collect funds, the Basileus may appoint any bonded officer to collect funds to be delivered to the Pecunious Grammateus within three days or as soon as possible. Checks may be mailed directly to the chapter P.O. Box and given to the Pecunious Grammateus by the Epistoleus within three days or as soon as possible.

All funds associated with an event are to be collected prior to the event, preferably at least one week prior to the event, to ensure the chapter can meet its financial obligations and to allow the Pecunious Grammateus to:

(1) Receive and record funds that have been mailed to the P. O. Box;

(2) Advise payers when there is an error in submission such as payee name or amount;

(3) Prepare receipts timely, and

(4) Submit funds for deposit to the Tamiouchos prior to the event.

Anti-Pecunious Grammateus – It shall be the duty of the Anti-Pecunious Grammateus to provide assistance to the Pecunious Grammateus at her direction and in her absence. The Anti-Pecunious Grammateus' duties are as assigned by the Tamiouchos and/or the Basileus.

Reimbursement for Certification Workshops

The cost of certification workshops associated with their positions that Financial officers are required to take is to be included in their budgets. They may be reimbursed upon presenting evidence that they paid for and attended the classes.

Financial Responsibilities of Committees and Committee Chairmen (Chapter Bylaws VIII.1.D and XII, Fiscal Fitness X)

It shall be the duty of each officer and committee chairman to submit to the Budget and Finance Committee a proposed Budget Request for the year. This is done when the Budget and Finance Committee calls for Budget Requests, usually between June and August.

At the conclusion of each chapter program and event, e.g., Debutante Ball, MIP, Retreat, Scholarship and Sisterly Yours events, and others, a written financial report must be prepared and presented to the chapter. The report, to include event income and expenses compared to the proposed budget, is to be presented to the chapter within 60 days of the conclusion of the event. The final event report, including evaluation results and the financial report are to be filed with the Archives Committee.

Gifts to Committee Members

The Basileus' budget includes the cost of gifts to officers and the Anti-Basilei's budgets include the cost of gifts to committee chairmen. All gifts are given at the end of the Basileus' tenure in office. A committee chairman shall not use chapter funds to purchase appreciation gifts for committee members.

Meals at Committee Meetings

Chapter funds are not to be used to provide food (meals, snacks, etal) at committee meetings; this prohibition includes meals at Executive Committee meetings.

The Budget and Finance Committee shall consist of the Tamiouchos as chairman, the Pecunious Grammateus, Basileus, First and Second Anti-Basileus, Anti-Tamiouchos, Anti-

Pecunious Grammateus and at least three other active members of the chapter. Under the leadership of the First Anti-Basileus, the chapter should determine its program activities for the year in order to establish the budget for implementing the program. The Budget and Finance Committee will prepare two separate budgets: one for Community Programs and another for Chapter Operations. The Community Programs budget provides funds to support community projects and organizations as well as chapter programs that benefit the general community. The Chapter Operations budget funds all expenses of the chapter. The Budget and Finance Committee shall develop an annual budget based on projected needs of the chapter and its programs and may reflect any recommendations or requests of the various committees of the chapter. The Budget and Finance Committee shall determine the amount of money reserved for scholarships. The proposed budget shall be presented to the chapter for approval by the members at the October or November meeting and voted on by the December meeting. The Budget and Finance Committee also recommends line item transfers and mid- and end of year adjustments to the annual budget which must be approved by the chapter.

The Audit Committee (Fiscal Fitness X.C.) shall be appointed by the Basileus and shall consist of five (5) members. Neither the Basileus, nor the First Anti-Basileus, nor the Tamiochous, nor the Anti-Tamiochous, nor the Pecunious Grammateus, nor the Anti-Pecunious Grammateus, nor any member of the Budget and Finance Committee, nor any other officer involved in the receipt or disbursement of funds may serve on the Audit Committee. After the books are closed each fiscal year, the Audit Committee will conduct a financial audit of the financial records of the chapter's Community Programs and Chapter Operations. The Audit Committee will provide the Tamiouchos and Pecunious Grammateus with a checklist of documentation needed to perform the audit. After examining the financial records in accordance with Alpha Kappa Alpha Sorority standards, the Audit Committee will give the Tamiouchos, Pecunious Grammateus and other members of the Budget and Finance Committee opportunity to review the report in the event clarification is needed regarding any part of the report. Exceptions that have been resolved with the committee need not be included in the report. Thereafter, the Audit Committee will report its findings and recommendations to the Executive Committee and then to the chapter members.

When the Tamiochous leaves office or at other times as the chapter deems necessary, the Audit Committee will cause an external audit of the financial records of the chapter's Community Programs and Chapter Operations to be conducted. The external audit may not be conducted by any member of the chapter. After the external audit is completed in accordance with Alpha Kappa Alpha Sorority standards, the Audit Committee will report its findings and recommendations to the Executive Committee and then to the Chapter members.

The Audit Committee's written reports should be presented to the members no later than the June chapter meeting each year.

Regional Conferences and Boules – Reimbursement to Delegates (Chapter Bylaws X.D.)

A soror elected as a delegate will pay her registration fees. Delegates will be reimbursed upon return and submission of their conference report within 45 days from the last day of the conference or they will forfeit their reimbursement. The Tamiouchos will reimburse the delegate the amount designated in the approved chapter budget.