



## Collegiate Finance Policy

**1. Purpose.** The purpose of this policy is to define the requirements for financial operations for collegiate chapters of Delta Gamma Fraternity.

**2. Applicability and scope.** This policy addresses the rules which govern our collegiate chapter financial processes and apply to all collegiate chapters, their presidents, vice presidents: finance, Honor Boards, chapter financial adviser, and advisory team chairman.

**3. Effective date.** This policy is in effect immediately.

**4. References/Affiliations.** Refer to the Fraternity Constitution, the Collegiate Finance Handbook, and all other Fraternity Policies.

### **5. Responsibilities.**

- a. Collegiate Officers. Collegiate Officers are responsible for adhering to the requirements, processes and policies outlined in this form to ensure their chapters are in financial compliance.
- b. Collegiate Chapter Advisers. Advisers are responsible for leading collegiate chapters through the proper financial processes and ensuring their chapters are compliant with Fraternity policies.
- c. Honor Board. A chapter Honor Board is responsible for initiating the process of collection, probation or expulsion for financial negligence.

### **6. Policy Statements.**

- a. Collegiate chapters must follow financial protocols, including all policies and procedures in place, in accordance with the final budget. If a collegiate chapter fails to follow financial protocols, they cannot make

any expenditures with chapter funds unless approved by the Regional Finance Specialist (RFS)/New Chapter Finance Coordinator (NCFC). The RFS/NCFC should only approve expenditures that are essential to the operations of the chapter.

- b. Each collegiate chapter shall use the Fraternity contracted collegiate financial management software to manage chapter funds, contracts between the chapter and its members, and qualified reporting for chapter and governmental requirements.
- c. All collegiate chapters must submit a balanced budget for Fraternity approval. The chapter then must vote to approve the Fraternity approved budget to finalize it. If a chapter is unable to approve and finalize a Fraternity approved budget by the end of the fiscal year, the proposed approved budget will become the final budget.
- d. All collegiate chapters shall budget with a minimum surplus of 5 percent. The Fraternity Treasurer is authorized to act on behalf of Council in granting waivers. Spending of this surplus must be approved by the chapter and the chapter finance adviser.
- e. All chapters are expected to be financially sound and pay chapter obligation, resident rent, payroll, and house corporation fees according to the Annual Agreement.
- f. All contractual agreements must be signed by both the chapter president and vice president: finance after approval by the chapter management team and advisory team chairman.
- g. Two or more authorized signatures are required for all disbursements in excess of \$500.00 from Fraternity, alumnae or collegiate accounts.
- h. All Delta Gamma monies shall be deposited in federally insured banks or savings and loan institutions or invested in financial programs approved by the Fraternity Finance Committee as either being backed by the full faith and credit of the United States/ Canadian Governments or alternatively guaranteed.
- i. In cases of financial negligence by a member, the Honor Board may initiate the process for collection, probation or expulsion.

- j. Peer-to-peer payment systems, such as Venmo and similar services, shall not be used for collection of funds on behalf of a collegiate chapter.
- k. Collegiate chapter surpluses accumulated from previous fiscal years may only be spent with the approval of the Fraternity Treasurer. Accumulated surplus should be donated to the chapter's house corporation, the Fraternity, used for a significant chapter anniversary or to the Foundation for scholarships or to the general fund. General fund gifts to the Foundation may be designated to an organization that shares our mission, and no less than 50% will be retained by the Foundation. Other uses of accumulated surplus will be considered on an as requested basis. Due to a disruption of campus life in fiscal year 2021, all uses of accumulated surplus added from fiscal year 2020 will be approved by the Fraternity Treasurer.

**7. Policy Proponent and Exception Authority.** The proponent of this policy is the Fraternity Treasurer.

Approved by Council April 18, 2020