



## TOP FIVE TIPS FOR

# *chapter finance advisers* (CFA)



- 1. How's the chapter budget doing, anyway?** The chapter budget is something that should be re-visited regularly. It's a good idea for the vp: finance to review their budget monthly to get a clear picture of how the chapter is doing financially. Some things to ask the vp: finance to review can be updates needed to the member survey, adjustments to the number of new members on the member counts tab, and updates with actual expenses paid on the expense tab.
- 2. It's all 'greekbill' to me.** As an adviser, you should have an admin account on your chapter's greekbill account. The Delta Gamma greekbill support site has intro videos to help you feel confident in using the platform.
- 3. When you're vp: finance isn't sure where to code something...** Have you looked at the Chart of Accounts? The chart of accounts can be found at the end of the Collegiate Finance Handbook and reviews where each type of expense can be coded in greekbill. Coding things to the correct account is helpful to ensure we budget appropriately.
- 4. For a quick check to make sure we're on track.** Check the Delinquent Report Spreadsheet (DRS)! The DRS is updated weekly and can be found in the DG Library. It is also included in the monthly collegiate chapter newsletters. The DRS tracks to ensure chapters are submitting monthly bank statements, monthly greekbill reports, and any relevant W9 forms. Chapters may be penalized if they are on the DRS for multiple months.
- 5. Who's who in finance?** There are lots of great support resources on the finance team. Each chapter has a Collegiate Finance Consultant (CFC) at Executive Offices. The CFC is the go-to resource for chapter bank account concerns, monthly reconciliation and accumulated surplus. The Regional Finance Specialist (RFS) is the volunteer who supports all finance efforts within your region. The RFS is a go-to resource for questions about charge generation approval on greekbill and questions related to general finance operations. The Collegiate Budgeting Team consists of EO staff and volunteer support who drive the collegiate budgeting process. The Collegiate Budgeting Team will provide a draft version of the chapter budget in the spring.

