



Foundation Fundraising Finances Check List

END OF THE FISCAL YEAR

- Complete any outstanding Fundraising Finance Report Forms (FFRFs) on Anchorbase with the assistance of the vp: finance and/or director of fundraising/director(s) of Anchor Splash.
- Update your chapter's #332 Anchor Splash account in Greekbill with your vp: finance.
 - Enter all expenses into Greekbill (coded to #332 for reimbursement eligibility)
 - Ensure all vendors have been paid in full.
 - Enter all money deposits into Greekbill (coded to #332)
 - If cash was collected at a fundraising event, deposit the cash into the chapter's bank account at the bank. Do not mail cash.
 - Enter all checks that have been written to the Delta Gamma Foundation into Greekbill (coded to #332)
- Bring your chapter's #332 Anchor Splash account to a zero balance before the end of the fiscal year (June 30)
 - For a **negative** #332 account balance, collect all fundraising expense receipts for expenses listed in the account ledger and email scanned copies of the receipts for FoundationFinance@deltagamma.org to request a fundraising reimbursement.
 - **THE LAST DAY TO REQUEST A FUNDRAISING REIMBURSEMENT IS JUNE 23.**
 - For a **positive** #332 account balance, have the vp: finance to write a check to the Delta Gamma Foundation for the positive balance in your #332 account ledger. Mail the check to Executive Offices (3250 Riverside Drive Columbus, OH 43221)
 - Do NOT write the check for more than the positive account balance.
- Mail all collected checks to the Delta Gamma Foundation.
 - This includes checks your chapter has written and any checks you collected during a fundraising event.
 - The Foundation does not accept checks more than 90 days out from the date of issue. If your chapter previously mailed in an out-of-date check and has been

contacted by the Foundation about said check, ensure a new check has been sent to the Foundation.

- ▣ Check your chapter's Directed Giving request status (if applicable)
 - ▣ Email FoundationFinance@deltagamma.org to request the status of your chapter's Directed Giving request.
 - Directed giving requests are not sent out if there's a positive OR negative balance in a chapter's #332 account in Greekbill. If your chapter does not bring this account balance to zero, then your chapter's directed giving request will not be sent out this fiscal year.
 - To find out more about the directed giving process, refer to the [Foundation Focus](#).

Once you have completed all tasks on this check list, you have officially wrapped up the fiscal year for your chapter. Congratulations! Enjoy your summer break and thank you for your continued support of the Delta Gamma Foundation!

