



Suggestions to the Treasurer

The following suggestions may answer some of the questions you might ask if we were visiting with you.

I. What Treasurers should tell all members.

A. It is the responsibility of the Vice President to send the Membership Fees with the Membership agreement for each Pledge and for each member to personally send her annual fees to International.

1. Ask each member to return her fee notice with her payment to insure proper handling of her fees.
2. Ask each pledge to keep all her cancelled checks or money order stubs until she has received her membership card, which serves as her receipt from International.
3. Each member paying annual fees should keep her check or money order stub as well, until she receives her membership card as her receipt from International of her payment.

II. Who is obligated to pay annual fees to the International office?

- A. All active members
- B. All members on leave of absence
- C. All members-at-large

II. Correct handling of money sent to International

- A. Be sure any payment sent through the mail is either a check or money order. Retain cancelled checks or stubs until satisfied you have received what you are expecting.
- B. Make payments out to *Beta Sigma Phi* or *Walter W. Ross and Co. Inc.*, and be sure we know what the payment is meant for so it will be handled correctly.

I. Chapter Treasurers find the following helpful:

- A. Have one sheet in the Treasurer's Account Book for *each month* because:
 1. It provides an accurate report for your chapter every month of all unpaid balances. This will be helpful in keeping all members' accounts paid to date on local dues and assessments.
 2. It makes your annual balancing easier.
- B. Use receipt books with carbon copies to show the amounts received from every member during the year and the purpose for which the member paid. Even for amounts as small as ten cents, use a receipt. Thus, accounts of all members are kept in order without confusion and misunderstandings.
- C. An Auditing Committee of two members other than the chapter Treasurer should audit the Treasurer's books at the close of the year. This should be done before the accounting records are given to the new Treasurer at the first meeting in May.
 1. This Auditing Committee may be chosen from the members of the Executive Board, or the Board may appoint two other members to serve.
- D. Adopt the policy of collecting banquet and party costs in advance of the event. You will lend dignity to social affairs by avoiding the collection of money.

- E. Have an appointed time set aside for the Treasurer to collect chapter dues.
 - 1. This may be done during the business meeting or the five minutes intermission before the cultural program.

- V. Treasurer should give a complete report at each regular meeting.
 - A. Give a clear report to your chapter of both receipts and disbursements, as well as the balance on hand to date.
 - 1. The President asks if there are any questions, then she states the Treasurer's report will be filed for audit. (No action is taken on the regular Treasurer's report.)

- VI. Be sure to read the Treasurer's duties in the Book of Beta Sigma Phi, chapter manual section.

Footnote: Please see that these suggestions are passed on to the Treasurer who succeeds you. Thanks!