

ALPHA KAPPA ALPHA SORORITY, INC.

LAMBDA EPSILON OMEGA CHAPTER

FINANCIAL PROCEDURES HANDBOOK

(REVISED DECEMBER 2017)

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Introduction

The FINANCIAL PROCEDURES HANDBOOK (“HANDBOOK”) is one of several internal documents of Lambda Epsilon Omega Chapter of Alpha Kappa Alpha Sorority, Inc. Its purpose is to clarify the procedures necessary to execute the financial regulations contained in the chapter’s BYLAWS and support the operations contained in the chapter’s OPERATIONS HANDBOOK. It shall not conflict with the Sorority’s governing documents.

Where necessary or feasible, the HANDBOOK shall present detailed procedures based on the BYLAWS to which it is subordinate. All financially active members are to abide by the procedures in this document.

The governing documents of Lambda Epsilon Omega Chapter of Alpha Kappa Alpha Sorority, Inc. are: the International Constitution and Bylaws and Manual of Standard Procedures; the Chapter’s Bylaws, Operations Handbook, and Financial Procedures Handbook, and Robert’s Rules of Order, Newly Revised.

I. GENERAL INFORMATION

a. Fiscal Year

The fiscal year of Lambda Epsilon Omega Chapter shall be the same as Alpha Kappa Alpha Sorority, Inc. (currently, January 1st to December 31st of the same year.)

b. Financial Obligations

i. Chapter

The Chapter shall pay a tax to the Sorority as designated by the Boule and must be submitted with the first remittance of per capita tax.

The Chapter shall pay fees as determined by the South Atlantic Region for specific activities (e.g. regional luncheon at the Boule) and any local activities as approved by the Chapter (e.g. joint Founder's Day activity).

The above fees shall become a part of the Operating Budget.

ii. Chapter Members (Sorors)

Chapter members shall pay the taxes and fees as designated by the Boule (i.e. Per Capita and EAF) and the Chapter (i.e. operating costs). These items together are referred to as "chapter dues" which is determined by the Operating Budget.

Per capita and EAF for a chapter member will not be paid to the Sorority until the soror pays the full chapter dues and has met all financial obligations to Lambda Epsilon Omega Chapter and any designated affiliates i.e. Forever Pink Foundation, Inc.

Chapter members shall pay any costs incurred by the Chapter for which they are responsible (e. g. returned deposit items) which are not included in the chapter dues.

Chapter members shall pay any assessments as approved by the Chapter.

Chapter members shall pay any other financial obligations as indicated in the BYLAWS; for example, Fundraising Assessment (voted/approved by the chapter) and assessment to its affiliate, the Forever Pink Foundation, Inc.

iii. Due Dates

Taxes and fees must be submitted to the Corporate Office by the deadlines set by the Sorority.

Chapter dues for the upcoming year may be paid in installments only after meeting all of the financial obligations for the current year as listed above.

Chapter dues for the current year may not be paid in installments. Either the balance of the installments from the prior year or the full amount must be paid after December 31st.

Chapter dues are due and payable December 31st for the upcoming year. Late fees will be assessed on chapter dues received after the adjournment of the January chapter meeting. Unless otherwise

specified by the Sorority or the Chapter, the late fee is based on the portion of the dues that is payable to the Sorority (i.e. 10% of per capita).

Fundraising assessments/activities voted on by the Chapter may include a deadline date, if not; it is due by December 31st of the year approved. See BYLAWS and other sections in this document for the effect on a member's financial status.

Due dates of the Forever Pink Foundation Inc. are not included in this document. Refer to the Foundation's governing documents for due dates. However, please note that outstanding financial obligations to the Foundation could affect the acceptance of the Chapter's financial obligations (i.e. Chapter dues) for the upcoming year.

II. FINANCIAL MEMBERSHIP

a. Chapter Dues

Chapter dues are determined by the Chapter's Operating Budget and must be paid in full by the adjournment of the January sorority meeting or a late fee will be assessed as designated by the Sorority and/or Chapter. Dues may be submitted in the form of cash, money order, personal check, electronic payments (i.e. PayPal or square – processing fees may apply), or cashier's check. Chapter dues include local dues, per capita tax, and any assessments/fees as designated by the Sorority and/or Chapter. Partial payments for Chapter dues may be accepted according to the guidelines outlined under Section IX, PARTIAL PAYMENTS. A soror is not considered a financially active member of Lambda Epsilon Omega Chapter and Alpha Kappa Alpha Sorority, Inc. until all dues and assessments have been paid in full for the prior year. DUES ARE NOT REFUNDABLE after January 1st or after fees have been transmitted to Corporate Office.

A soror who has not met these obligations by the end of the January Chapter meeting is considered not in good standing (inactive) until all obligations are met (including any late fees). A soror in good standing (an active soror) is one who has fulfilled all of her Chapter financial obligations. All assessments for the Chapter and the Forever Pink Foundation, Inc. must be paid in full for the prior year in order for dues to be accepted for the next fiscal year.

In addition to Chapter dues, other financial obligations may be voted on by the Chapter. These financial obligations should be fulfilled concurrently with the conclusion of the activity that they are directly related to. However, in accordance with Alpha Kappa Alpha policy these financial obligations should be paid no later than December 31st of that fiscal year.

Any assessment approved by the Chapter is an integral part of the budget. Sorors active in Lambda Epsilon Omega Chapter as of December 31st are obligated to pay this assessment for that year unless they joined the Chapter during the same year. Any soror joining the Chapter as of January 1, or subsequent to January 1st of the same year, shall be waived from paying the assessment, unless the approval of the assessment indicates otherwise (i.e. A soror joins the Chapter in February, and the Chapter votes in March for each soror to pay an assessment for a special event. The Soror is responsible for paying that assessment.).

The Pecunious Grammateus will verify a Soror's paid assessment by using documentation received from Forever Pink Foundation, Inc. or from "proof of payment" provided by the Soror, i.e. copy of the cancelled check or a Forever Pink Foundation, Inc. receipt. If such verification cannot be made, the Pecunious Grammateus will immediately return the original payment to the Soror with a notice of explanation for the return.

b. Reactivation of Membership

A soror who has been inactive for one year or more and wants to affiliate with Lambda Epsilon Omega Chapter may reinstate her membership by following the directions of the Corporate Office which includes completing appropriate forms, payment of reactivation fees, local dues, and under certain conditions, payment of past indebtedness to former chapter and/or Sorority. If outstanding obligations are indicated

on the Transfer Verification Form, funds and forms should not be accepted. If no outstanding obligations are indicated, funds and forms should be submitted to the Pecunious Grammateus.

If former chapter is Lambda Epsilon Omega Chapter, the past indebtedness includes any outstanding obligations owed to the Forever Pink Foundation, Inc.

The Pecunious Grammateus should forward the forms along with the Transmittal of Funds to the Tamiouchos. A reactivating soror may retrieve forms from the Corporate Office Website or the Membership Chair/Co-Chair for completion and submission to the Pecunious Grammatues. Reactivation fees cannot be submitted to the Corporate Office without the required forms. If after receipt of all known funds, the Corporate Office sends a discrepancy report indicating outstanding obligations, the soror will be considered inactive with the Chapter until the discrepancy is cleared. The Tamiouchos will inform the soror in writing of the discrepancy and of her inactive status. A copy of this notice should be sent to the Pecunious Grammateus and the Basileus. It is the responsibility of the soror to clear up the discrepancy. Active status will be reinstated upon receipt of satisfactory documentation.

A soror who has been inactive for one year or more and wants to become a general (Boule) member may reinstate her membership by following the directions of the Corporate Office which includes completing appropriate forms, payment of reactivation fees, and under certain conditions, payment of past indebtedness to former chapter and/or Sorority.

c. Transfer of Membership

i. Transfer from another graduate chapter or general membership status

A soror affiliating with Lambda Epsilon Omega Chapter from another Chapter must obtain a Transfer Verification Form from the Basileus of her former chapter. This form must be signed by the Basileus or Tamiouchos of the former chapter and should be presented to the Pecunious Grammateus of Lambda Epsilon Omega Chapter upon payment of Chapter dues. If the form indicates that the soror has an outstanding financial obligation to her previous chapter, the transfer form will not be accepted and the soror cannot transfer her membership into Lambda Epsilon Omega Chapter. Funds will not be accepted from the soror until all financial indebtedness has been satisfied.

The Pecunious Grammateus will forward the Transfer Verification Form to the Tamiouchos at the time dues are transmitted. The Tamiouchos will forward the form to the Corporate Office with the per capita tax and other fees. Per capita tax cannot be submitted to the Corporate Office without the Transfer Verification Form.

A soror affiliating with Lambda Epsilon Omega Chapter from general membership must obtain a Transfer Verification Form from the Alpha Kappa Alpha Sorority Corporate Office. This form must be signed by appropriate staff at Corporate Office and should be presented to the Pecunious Grammateus of Lambda Epsilon Omega Chapter upon payment of Chapter dues. If the form indicates that the soror has an outstanding financial obligation, the transfer form will not be accepted and the soror cannot transfer her membership into Lambda Epsilon Omega Chapter. Funds will not be accepted from the soror until all financial indebtedness has been satisfied. This process may be modified by the Corporate Office. In previous situations, the Corporate Office has added the soror to the Chapter's invoice list which allows online payment of fees rather than submitting the funds via mail. If any form is received with this transfer, the Pecunious Grammateus will forward to the Tamiouchos at the time dues

are transmitted. The Tamiouchos will submit the appropriate forms if needed to the Corporate Office.

ii. Transfer from an undergraduate chapter

A soror who graduates from undergraduate school and wish to affiliate with Lambda Epsilon Omega Chapter in the year following graduation shall pay half of the local dues. A soror who graduates from Nu Alpha (Emory University) or Nu Beta (Georgia Institute of Technology) Chapters, who affiliates with Lambda Epsilon Omega the year following graduation, shall have local dues waived.

iii. Transfer to another graduate chapter or general membership

A Lambda Epsilon Omega Chapter soror transferring to another chapter or to general membership must obtain a Transfer Verification Form from the Basileus. This form verifies whether or not the soror has fulfilled all of her financial obligations to Lambda Epsilon Omega Chapter and its affiliate. This form must be signed by the Basileus or Tamiouchos of Lambda Epsilon Omega Chapter (or as indicated on the Corporate form).

The soror transferring to general membership is responsible for submitting the appropriate fees to the Corporate Office. It is not the responsibility of Lambda Epsilon Omega Chapter to submit monies for general membership.

d. Life Membership

A soror who has fulfilled the requirements of the Sorority (Refer to the Alpha Kappa Alpha Sorority, Inc. Constitution and Bylaws) for Life Membership shall pay only local Chapter dues and assessments. A soror is not considered a financially active member of Lambda Epsilon Omega Chapter until all dues and assessments have been paid in full for the prior year. DUES ARE NOT REFUNDABLE after January 1st or after fees have been transmitted to Corporate Office.

A soror who has not met these obligations by the end of the January Chapter meeting is considered not in good standing (inactive) until all obligations are met (including any late fees).

Life Membership is applied for directly with Alpha Kappa Alpha Sorority Corporate Office by the soror seeking this membership status and paid according to specific guidelines. (Refer to the Alpha Kappa Alpha Sorority, Inc. Manual of Standard Procedures' section on Life Membership).

e. Golden Sorors

Golden Sorors who have been active in Lambda Epsilon Omega Chapter for ten (10) or more years prior to attaining Golden Soror status should pay Chapter Dues (i.e. local dues) of \$25 per year. Golden sorors are obligated to pay all Boule taxes and fees, including EAF and assessments.

f. Duplicate Financial Cards

A duplicate financial card may be obtained from Alpha Kappa Alpha Sorority Corporate Office upon payment of a designated fee.

g. New member fees

New member fees are determined by the Sorority for initiation. Each candidate approved for membership shall pay all fees for initiation, as well as local Chapter dues and assessments.

III. OVERVIEW OF CHAPTER FINANCIAL PRACTICES

a. Financial Officers and Separation of Duties

General accounting practices stress the importance of the separation of duties in the receipt and disbursement of funds to maintain an appropriate check and balance system. Therefore, no one soror should be permitted to receive and disburse funds.

Those Chapter officers elected to handle Chapter finances should have basic bookkeeping and accounting skills, knowledge of proper procedures for handling finances, and the ability to establish an orderly method of recording income and expenditures. Other attributes that should be exhibited prior to election are honesty, integrity, punctuality, and thoroughness.

The financial officers of Lambda Epsilon Omega Chapter are the Pecunious Grammateus, Tamiouchos, Anti-Pecunious Grammateus and the Anti-Tamiouchos. The Anti-Pecunious Grammateus, Anti-Grammateus and the Epistoleus will assist the Pecunious Grammateus as needed.

b. Income

The Pecunious Grammateus receives all funds in the name of the Chapter, regardless of the source (this includes dues, funds raised through special projects, contributions, etc.). The funds are given to the Tamiouchos with a transmittal statement indicating the source of these funds.

At times, the Anti-Pecunious Grammateus, Anti-Grammateus and the Epistoleus will assist the Pecunious Grammateus in receipting funds. The Pecunious Grammateus will accept and receipt all cash transactions. The checks must indicate certain information, such as for which activity the soror is paying and for how many people.

Funds, other than cash, may be mailed to the Pecunious Grammateus. If funds are mailed and a return receipt requested by mail, sorors should enclose a self-addressed stamped envelope for the Pecunious Grammateus. The Tamiouchos deposits all funds received from the Pecunious Grammateus in the appropriate Chapter bank account. Funds related to chapter events, dues, etc will be deposited into the Chapter Operating account. Funds received for fundraising activities such as the White Party, Vendors Fair, etc. will be deposited into the Chapter Fundraising account. The transfer of all monies-- from the date of collection by the Pecunious Grammateus to the depositing of the monies into the bank by the Tamiouchos shall be completed within ten (10) business days.

It has been the practice of Lambda Epsilon Omega Chapter to establish a Budget Sub-Committee to receive funds raised through special projects, e.g., White Party, other chapter Fundraisers i.e. T-shirt sales, AKA store, etc. This sub-committee fulfills the duties of the Pecunious Grammateus for the designated special project. This committee should work with the Pecunious Grammateus to ensure consistency of record keeping. The Chapter may also designate a soror to fulfill the responsibilities of the Tamiouchos for large special projects, i.e. Cluster/Regional conferences. This soror should work with the Tamiouchos to ensure consistency of record keeping.

c. Expenditures

The committee chairperson **must** authorize expenditures. The committee chairperson or committee member can then prepare the voucher for the authorized expenditure for payment. Authorizing signatures for payment include the Committee Chairperson/Officer, Basileus and the Tamiouchos. The Tamiouchos, then, issues a check, in the authorized amount, signed by the Basileus and the Tamiouchos (or by any two of the Chapter officers authorized to sign checks). The purpose for the expenditure should be clearly stated on the check stub and should be specified on the check. Generally, checks will be issued at general Chapter meetings and/or Executive Committee meetings. Often times, the planning of activities will require that checks are issued outside of general Chapter meetings and/or Executive Committee meetings. Emergency issuance of checks shall be handled at the discretion of the Basileus and Tamiouchos. If the Tamiouchos cannot be present at the Executive Committee meeting or Chapter meeting, or if she will be unavailable for three (3) or more days, she should ensure that the Basileus has the checkbook. If the Basileus and Tamiouchos are unavailable, the checkbooks should be given to the next officer authorized to sign checks, the Anti-Basileus.

IV. RECEIPT OF FUNDS

a. Post-Dated Checks

Post-dated checks will not be accepted.

b. Returned Check Policy

i. Internal

Upon receipt of a returned item from a Chapter member, the Tamiouchos should send the Pecunious Grammateus a Reversal Transmittal and the Bank's documentation detail of the returned item. The Pecunious Grammateus will notify the soror, verbally and in written form that her check has been returned. The soror cannot pay the returned item with her personal check but will have seven days after the date of notification to pay in cash, money order, or cashier's check, the check amount, and a returned check fee of the greater of \$35 or the bank's service charge. If the returned item is not corrected within the seven days, the words "See the Pecunious Grammateus" will be added to the chapter roster next to the soror's name until the returned item is corrected. The Pecunious Grammateus will keep a list of Sorors who have outstanding NSF (non-sufficient funds) checks. The soror's status will be considered "not in good standing" as according to the Chapter Bylaws. The notification date and method should be documented on the Reversal Transmittal.

Any soror who has had one check returned for insufficient funds, she shall make all payments for the remainder of the Chapter's fiscal year in the form of cash, cashier's check, or money order.

ii. External

Upon receipt of a returned item from a non-Chapter member, the Tamiouchos should send the Pecunious Grammateus a Reversal Transmittal and the Bank's documentation detail of the returned item. The Pecunious Grammateus will notify the maker of the check, verbally and/or in written form, that the check has been returned. The maker of the check cannot pay the returned item with another check but will have seven days after the date of notification to pay in cash, money order, or cashier's check, the check amount, and a returned check fee of the greater of \$20 or the bank's service charge. If the returned item is not corrected within the seven days, the Pecunious Grammateus will report to the Executive Committee to determine the next steps. The Pecunious Grammateus will keep a list of persons who have outstanding NSF checks.

V. REFUNDS

It is the general policy of Lambda Epsilon Omega Chapter to NOT issue refunds for events after the deadline for the event. The intent is to ensure refunds do not pose a financial burden on the chapter.

The issuance of refunds for an event may be handled on an event-by-event basis. The final determination of refunds will be made by the Basileus in consultation with the Tamiouchos.

VI. VOUCHERS AND CHECKS

All Chapter expenditures are paid by check or electronic transmittal. Invoices or supporting papers should be attached to a voucher to substantiate payment.

Vouchers for Operating or Fundraising Accounts are received from the Anti-Tamiouchos. Special fund raising activities may require separate vouchers that will be received from a Budget and Finance Committee Chairperson appointed specifically for that activity (e.g., Cotillion).

Vouchers for expenditures incurred during the year should be submitted by the last sorority meeting of that year.

a. Standard Procedure for Checks

The soror seeking reimbursement for an expense previously incurred or service previously rendered should secure a voucher from the appropriate person. The soror should complete the necessary information accordingly:

1. Date: Date of voucher request.
2. Budget Line Item: Check the appropriate account to be expensed.
3. Reason: Explain in detail the reason for the expenditure.
4. Submitted by: Name of person submitting the voucher.
5. Paid To: Name and address of the person to whom the check will be paid or the account to be credited. (Address optional for Chapter sorors and Chapter accounts).
6. Item Detail: List items or categories purchased and the amount of each and give a total. Invoices, receipts, or other supporting documentation should accompany the voucher.
7. Signatures: Obtain the signatures in the following order of the Committee Chairman or Officer, Basileus, and Tamiouchos.

After the above information is completed, the Tamiouchos will issue the check and complete the voucher. This includes the "Tamiouchos use only:" section, which includes the check number, the date the check was issued, and whether or not the appropriate receipts were attached.

The voucher numbers may be pre-assigned by the Pecunious Grammateus or special fundraising committee chairperson.

b. Advance Checks

Checks may be issued before the expenses have been incurred. In order to receive an advance, the soror must provide documentation supporting the need for the advance, an advance voucher. After the expenses have been incurred, the soror should complete the appropriate voucher documenting the expense. Any amount over the actual expense will be reimbursed to the Chapter. Only one advance per soror or business will be permitted, unless an emergency situation exists. The Basileus will determine what constitutes an emergency situation.

c. Conference Stipends/Reimbursements and Advance Payments

Checks may be issued to sorors to attend conferences as chapter representatives before the expenses have been incurred. In order to receive an advance, the soror must provide documentation supporting the need for the advance in the form of a voucher. After the expenses have been incurred, the soror should complete the appropriate expense report documenting the expenses. Any amount over the actual expense will be reimbursed to the Chapter. If the soror did not receive an advance, they must still submit a voucher and an expense report. Only one advance per soror or business will be permitted, unless an emergency situation exists. The Basileus will determine what constitutes an emergency situation.

d. Emergency Checks

Emergency checks are checks issued without a voucher. The check will be considered “outstanding” until a voucher is submitted. A voucher supporting the “outstanding check” should be submitted as soon as possible.

Examples of vouchers are included in the appendix.

e. Lost Checks

Checks that are lost may be reissued by the Tamiouchos. The Tamiouchos should verify with the Soror/Payee that the check **IS** lost and note that if found should be returned to the Tamiouchos and not cashed.

If the check is cashed after the replacement check is issued, the Soror or Payee will be liable for the amount and should forward funds to the Pecunious Grammateus of Lambda Epsilon Omega Chapter.

If checks are not reimbursed by Sorors within ten days, the Soror will be considered not in good standing (inactive) within the chapter. This outstanding debt will be considered a financial obligation to the chapter. (Refer to Section II of Financial Procedures). If checks are not reimbursed by the payee within ten days, the check may be referred for collection.

The Soror/Payee should complete a Lost Check Replacement Voucher (copy in Appendix) and sign to indicate the above statements. The Replacement Voucher should contain the original check number, check date, payee, line item and category originally charged to. The Soror/Payee should sign the voucher confirming the check is lost, and if found will not be cashed and will be returned to the Tamiouchos.

The Tamiouchos has the discretion to “stop payment” or “not stop payment” on the check prior to reissuing the check based upon the amount of the stop payment fee that might be incurred.

f. Stale Dated Checks

Checks that have not been cashed after *180 days* will be considered stale dated. Follow up will be conducted with the Soror/Individual Payee who requested the voucher for payment *after 90 days*. A letter will also be sent to the payee by the Tamiouchos requesting a response within 10 days from the receipt of

the letter. The following should be stated in the letter:

- *This is to notify you that check # XX, payable to XX, dated XX/XX/XX has been outstanding greater than 90 days.*
- *Please contact XX, Tamiouchos/Treasurer, at (XXX-XXX-XXXX) if you need a replacement check for re-issuance.*

- *If the check is found after re-issuance, VOID should be written across the check and it should be forwarded to the Tamiouchos/Treasurer. If the check is submitted for duplicate payment, the payee will be liable for the amount plus applicable fees.*

If a check is not cashed within 180 days, a replacement check will not be issued and the Tamiouchos has the right to stop payment on the check and the payee may incur applicable fees. The Tamiouchos will determine if funds should be added to the bank account for checks not cashed.

VII. COMPLIANCE AND RECORDKEEPING

a. Officers/Chairpersons

i. The Tamiouchos

1. Maintains vouchers by month and checkbooks by account.
2. Records deposits and disbursements in the checkbook records.
3. Reconciles and reports on all Chapter accounts monthly. Chapter Financial Reports and Cash disbursements should be posted in the Members only section of the Chapter Website.
(Report should include balance on hand at the beginning of the month, income received, expenditures by purpose and the ending balance.)
4. Reports on committee spending quarterly (comparing expenses to budget line items).
5. Reports on the balance at fiscal year-end and the state of Chapter accounts annually.
6. Completes the Sorority's Annual Report of Chapter Financial Operations
7. Maintains a record of all disbursements by budget line item (including non-budgeted items).
8. Vouchers and/or checks should be used when transferring funds from one account to another account to ensure clear record keeping for these transactions.
9. Submits corporate fees and applicable forms (when required) to the Corporate office including General, Life, Undergraduate, Reactivation & Transfer Members.

ii. The Pecunious Grammateus

1. Maintains a written record of all funds received from each soror and keeps it present at Chapter meetings for ready reference.
2. Records and transmits to the Tamiouchos funds received from each activity itemized by activity.
3. Issues receipts for all income received from a Duplicate Receipt Book, original copy is given to the person from whom the money is received. The duplicate copy remains in the book for Chapter records.
4. Maintains a record of all income received by source, (i.e. activity).

iii. Special Finance Committee Chairperson

1. Fulfills the responsibilities of the Pecunious Grammateus.
2. Serves on the Chapter's Budget Committee
3. Should not be the Tamiouchos or the Pecunious Grammateus.
4. Should be bonded.
5. Receives special vouchers from the Pecunious Grammateus and issues to authorized Chapter members as needed.
6. Records and transmits to the Tamiouchos funds received from each activity itemized by activity.
7. Issues receipts from all income received from a duplicate receipt book, copy is given to the person from whom the money is received. The duplicate copy remains in the book for Chapter records.
8. Keeps a record of all income received by source.
9. Gives reports as needed to the event's Steering Committee.
10. Prepares final report of financial activity jointly with the Tamiouchos.
(Final report should include total income received by source (e.g., soror) and total expenditures by committee. Final report or a summary report should accompany the Tamiouchos' monthly report in the month of completion.)

iv. Special Event Treasurer

1. Maintains vouchers by month and checkbooks by account.
2. Records deposits and disbursements in the checkbook records.
3. Reconciles and reports on all Chapter accounts monthly. Report should include balance on hand at the beginning of the month, income received, expenditures by purpose and the ending balance.
4. Reports on committee expenditures received, expenditures by purpose and the ending balance.
5. Completes the Report of Financial Operations for the event.
6. Maintains a record of all disbursements by budget line item (including non-budgeted items).

All documents and reports should be maintained as a part of Chapter financial records. Financial records include: Receipt Books, Checkbooks, Bank Statements, Monthly Reports, Vouchers, and any other written documents created for the purpose of financial record keeping.

To simplify bookkeeping and auditing, it is recommended that all disbursements be by check rather than by cash or credit to a soror for monies she has spent.

b. Bonding

The following officers shall be bonded:

- Basileus
- Anti-Basileus
- Tamiouchos
- Anti-Tamiouchos
- Pecunious Grammateus
- Anti-Pecunious Grammateus
- Anti-Grammateus
- Epistoleus
- Graduate Advisors (2)

c. Auditing

The Audit Committee shall perform an internal audit for each calendar year and ensure an external audit is performed in accordance with the Chapter's BYLAWS. Mid-year audits may be performed, if necessary. Members of the internal Audit Committee should never include the current or immediate past Basileus, Tamiouchos, Pecunious Grammateus, or any other officer involved in the receipt and disbursement of funds.

Financial records required for auditing should include, but is not limited to, the following:

1. Check books (should include record of deposits and disbursements and ongoing balance);
2. Bank Deposit/ Disbursement Receipts;
3. Bank Statements and Advises;
4. Executed Transmittal Forms from both the originator and the receiver (receipt of funds, reversal transmittal (returned check, over payment, refund, etc.);
5. Vouchers (with supporting documentation where applicable, e.g. receipts, request for payment, contract, letter, copy of correspondence to any soror, company, entity and/or endorser of check for any financial related matter, e.g. stale dated check, etc.);

6. Cash Disbursements Journal;
7. Bank Reconciliations;
8. Budget to Expenditure Comparison Log;
9. Receipt books,
10. Copy of correspondence to the company or entity and/or endorser of check returned for NSF;
11. List of Sorors with returned check for NSF;
12. Copy of correspondence to soror with returned check if submitted;
13. Approved budgets and any adjustments;
14. Chapter minutes that shows approval of budgets and any other pertinent financial changes.

i. Internal Audit

a) Purpose

The Audit Committee is charged with conducting an effective internal audit activity that provides an independent, objective assurance that the Chapter has effective internal controls in place in accordance with its mandated procedures. An internal audit activity is designed to add value and improve the organization's operations.

b) Procedures

This audit objectively examines the BYLAWS and financial procedures of Lambda Epsilon Omega Chapter along with the following financial records for the Operating, Fundraising, Savings, and Housing Fund accounts (all financial records should be obtained from the Tamiouchos and Pecunious Grammateus):

1. **Standard Procedures for Checks:** Date of check, Verification of payee listed per expense voucher, Validation of amount of check equaled the amount listed on voucher, Validation of check number was traceable to the related voucher, Verification of proper signatures
2. **Standard Procedures for Vouchers:** Date of request, Purpose of requested disbursement, Dollar amount requested, Signatures, Receipts attached, Budget item indicated
3. **Standard Procedures for Receipts and Deposits:** Transmittal of all monies collected and receipted, Transmittal forms signed and dated by the Pecunious Grammateus, Transmittal forms verified, signed and dated by Tamiouchos. Reconciliation of funds occurred at the time funds transmitted from Pecunious Grammateus to Tamiouchos. Validation of date transmittal received as being the same date transmittal is verified by Tamiouchos. Verification of amount deposited with amount transmitted, Cash receipts journal.
4. **Analysis of Chapter Budgeted Accounts:** Expense related to budget items, Amount expended within the budget.

c) Internal Control

1. Is there a separation of duties between receipt and disbursement of funds?
2. Were funds received deposited in a timely manner?
3. Were the receipts insured for all incoming monies?
4. Was a voucher used to approve expenditures with original receipt attached?
5. Were all disbursements made by check?
6. Was more than one signature required to issue a check?
7. Were sorors who handled Chapter funds bonded?
8. Were voided checks retained and accounted for?
9. Were bank statements reconciled monthly?
10. Was the monthly summary of receipts and expenditures prepared and presented to the chapter?

11. Was the budget prepared and approved by the chapter?
12. Were expenditures budgeted?
13. Are fundraising and operating funds maintained in separate accounts?
14. Was the Chapter's annual financial report submitted to the Corporate Office and the Supreme Tamiouchos?
15. Does the yearend report given to the Chapter agree with the report submitted to the Corporate Office?

ii. External Audit

The Audit Committee is responsible for arranging an external audit when the Tamiouchos leaves office or every two years. The criteria for the selection of the external auditor will be based on scope of services rendered, cost of audit and experience of auditor (resumé), etc. The Audit Committee will solicit, at a minimum three (3) proposals for selection consideration.

d. Tax Issues

Dues, donations, and contributions to Alpha Kappa Alpha Sorority, Inc. are not tax deductible. Donation and contributions to the Educational Advancement Foundation are deductible.

VIII. THE CHAPTER BUDGET

a. Overview

A budget consists of two parts:

1. Estimated income that will be received during the fiscal year
2. Estimated amounts to be expended during the fiscal year.

It is the duty of the Budget Committee to develop the Chapter's budget for the fiscal year. The Tamiouchos serves as the committee chairperson. The Anti-Tamiouchos, Pecunious Grammateus, Anti-Pecunious Grammateus, and the Program Committee Chairperson shall be members of the Budget Committee.

Each Committee Chairperson may provide a proposed committee budget prior to the making of the Chapter budget. The Program Committee should submit its budget along with the proposed program for the coming year.

The Program and Budget Committee should meet before the proposed program and program budgets are due for approval. Approval is governed by the Chapter Bylaws.

i. Income

The primary sources of income for the Chapter are:

1. Dues (which include per capita tax)
2. Income from special fund raising projects
3. Initiation fees and charges

ii. Expenditures

Expenditures are based upon:

1. Chapter operating activities
2. Programs of service
3. Special projects' activities
4. Scholarships
5. Contributions
6. Sorority obligations

An amount, usually ten (10%) percent of the total budget is budgeted for emergency. This amount is labeled "contingency". If an expenditure was not included in the budget, approval for taking it from the budget is secured from the Executive Committee. If time does not allow Executive Committee approval, the Basileus may approve the expenditure.

The budget form should be used as a draft for listing the activities the Chapter plans for the year, the estimated cost of these activities, and the estimated cost of all other expenditures. These estimates should be totaled.

The next step is to estimate the number of sorors who will be active during the year. To arrive at the dues, divide the estimated expenditures by the number of sorors estimated to be active. If this amount proves to be unacceptable, the Chapter must decide which item of expense to eliminate. In the final analysis, the estimated income must equal the estimated expenditures.

Chapters must use funds raised through the community exclusively for the Scholarship and/or Community Service Projects. It is recommended that these funds be budgeted separately and maintained in a separate bank account. The public is asked to support these projects and therefore, money raised in this way must not be used for general Chapter operations.

b. Delegate Stipend

As outlined in the Chapter Operations Handbook, the Chapter shall have delegates to the Boule and South Atlantic Regional Conference. The delegates are composed of four (4) mandatory (i.e. automatic) delegates, by virtue of their office (Basileus, Anti-Basileus, Graduate Advisor (2)), and elected delegates. The Operating budget will include a calculated stipend for each officer delegate and each elected delegate.

Each delegate shall prepare and submit a Delegate and Conference Expense Report to the reporting Soror (Tamiouchos) by the deadline as specified

The calculations of the budget line items for the delegate stipend for each officer delegate and each elected delegate are as follows:

i. Boule Stipend:

1. Officer Delegates

- a. Basileus:** 1) conference registration, 2) travel, 3) hotel, and 4) tickets to appropriate conference activities.
- b. Anti Basileus:** 1) conference registration, 2) travel, 3) half of hotel (based on double occupancy at conference hotel), and 4) tickets to appropriate conference activities.
- c. Graduate Advisor:** 1) conference registration, 2) travel, 3) half of hotel (based on double occupancy at conference hotel), and 4) tickets to appropriate conference activities.

2. Elected Delegates

- a. Elected Delegates: conference registration.

ii. South Atlantic Regional Conference Stipend:

1. Officer Delegates

- a. Basileus:** 1) conference registration, 2) travel, 3) hotel, and 4) tickets to appropriate conference activities.
- b. Anti Basileus:** 1) conference registration, 2) travel, 3) half of hotel for three (3) nights (based on double occupancy at conference hotel), and 4) tickets to appropriate conference activities.
- c. Graduate Advisor:** 1) conference registration, 2) travel, 3) half of hotel for three (3) nights (based on double occupancy at conference hotel), and 4) tickets to appropriate conference activities.

2. Elected Delegates

- a. Elected Delegates: conference registration.

c. Budget Control

Money can be spent for budgeted items only if it is collected and is on hand. Approval of the Chapter budget does not necessarily indicate that funds are available. Fund availability is contingent upon having received dues from the number of sorors used to determine the budget.

Once the budget is adopted, sorors should not be asked to vote again to authorize expenditures for specific items outlined in the budget. Such action should occur only when funds are short and it becomes necessary for the Chapter to decide what expenditures it can afford to make. Or, time may have changed circumstances to the extent that expenditures for a specific purpose require reconsideration. A regular monthly report of income, expenses, and cash balances by the Tamiouchos will enable the Executive Committee and/or the Chapter to make wise decisions about funds to be expended.

Once the budget has been approved, and any of the above decisions made, a voucher should be made out by the officer(s) designated to do so (i.e., Basileus, Committee Chairpersons, Grammateus, etc.); the voucher is signed with the authorized signatures and the check paying for the item is prepared and signed by the authorized officers.

IX. PARTIAL PAYMENTS

1. Partial payments will be accepted for current Lambda Epsilon Omega Chapter members only. Reactivating or transferring sorors are not eligible.
2. Partial payments may be made at any time during the current year for the upcoming year.
3. Partial dues payments cannot be made for the upcoming year until all assessments for the current year are paid.
4. Partial dues are not refundable after December 31st,
unless approved by the Basileus.
5. Payment in full must be made by the adjournment of the January sorority meeting, in order to be included in the February 1st submittal to the Corporate Office.
6. Payments made after the adjournment of the January sorority meeting must include the late fee established by the Corporate Office and/or the Chapter.
7. Per capita will not be sent to the Corporate Office until full payment is made.
8. All partial payments must be made to the Pecunious Grammateus to ensure that proper credit is given. Upon payment in full, the Pecunious Grammateus must forward a form to the Tamiouchos informing her that the soror has paid her dues in full. The form should, also, include the necessary information needed to submit funds to the Corporate Office.

X. FINANCIAL PROCEDURES UPDATES

Changes to this document may be submitted by a soror at any time in writing to the Tamiouchos. The Budget Committee will review all requests and present them to the Executive Committee. Upon approval by the Chapter, the change will be included in the next publication of the handbook.

Changes may also occur as a result of consulting the Sorority's Fiscal Fitness: Guide to Financial Procedures.

XI. RECORD OF UPDATES

This section records a brief recap of the changes to this document for each update

Update Date	Section Updated	Brief Description of Update
12/31/2010	V. Vouchers and Checks	- Conference Stipends/Reimbursements and Advance Payments
	XII. Appendix	- Conference Expense Report
12/31/2012	Table of Contents	- Added new section "Record of Updates - Renumbered Appendix - Added "Delegate Stipend"
	VI. The Chapter Budget	- Added "Delegate Stipend"
12/31/2014	Table of Contents	- Update page numbers and section name changes
	Introduction	- Moved reference to fiscal fitness to update section, expanded purpose.
	I. General Information	- Created new section, combined international and local financial obligations under general information as an overview of finances. Clarified member financial responsibilities and chapter financial responsibilities. Moved information pertinent to specific items explained later in the document.
	II. Financial Membership	- Added that members can pay with checks and electronic payments; updated transfer procedures to be in line with Corporate office process; clarification of fees
	IV. Receipt of Funds	- Updated returned item process.
	VII. Recordkeeping	- Changed title to "Compliance and Recordkeeping" and updated the audit procedures.
	VIII. Chapter Budget	- Changed the payment of ½ hotel costs for Basileus at conferences to full cost.
	XII. Glossary	- New
	Throughout the document	- Added "Chapter" to "Lambda Epsilon Omega" where document missing, added "Sorority, Inc." to "Alpha Kappa Alpha" where missing, changed "Lambda Epsilon Omega Foundation" to "Forever Pink Foundation, Inc." where applicable; corrected "Budget and Finance Committee" as "Budget Committee"; corrected spelling/grammar/ punctuation errors; updated with any BYLAWS changes
May 2016	I.GENERAL INFORMATION b. Financial Obligations ii. Chapter Members (Sorors	- Added "Fundraising Assessment" (voted/approved by INFORMATION the chapter) and assessment to its affiliate..."
	II.FINANCIAL MEMBERSHIP a. Chapter Dues	- Changed "electronic transfer" to "electronic payment" Added "(i.e. pay pal or square;

		<p>processing fees may apply)” (in accordance with recommendation from 2015 External Audit)</p> <ul style="list-style-type: none"> - Added “for the prior year” - Changed “specified date” to “end of the January Chapter Meeting”
	<p>II.FINANCIAL MEMBERSHIP b. Reactivation of Membership</p>	<ul style="list-style-type: none"> - Added “A reactivating soror may retrieve forms from the Corporate Office website or Membership Chairman/Co-Chairman for completion and submission to the Pecunious Grammateus.”
	<p>II.FINANCIAL MEMBERSHIP c.Transfer Membership iii. Transfer to another graduate chapter or general membership</p>	<ul style="list-style-type: none"> - Added “The Form must be signed by the Basileus or Tamiouchos of Lambda Epsilon Omega Chapter (or as indicated on the on the Corporate form).
	<p>II.FINANCIAL MEMBERSHIP d.Life Membership</p>	<ul style="list-style-type: none"> - Added “A soror is not considered a financially active MEMBERSHIP member of Lambda Epsilon Omega Chapter until all dues and assessments have been paid in full for the prior year. DUES ARE NOT REFUNDABLE after January 1st or after fees have been transmitted to Corporate Office.” - Added “A soror who has not met these obligations by the end of the January Chapter meeting is considered not in good standing (inactive) until all obligations are met (including any late fees).”
	<p>III.OVERVIEW OF CHAPTER FINANCIAL PRACTICES b.Income</p>	<ul style="list-style-type: none"> - Changed “Budget and Finance Sub-Committee” to Budget Sub-Committee - Removed “Cotillion’ as a special project of the chapter - Added “ White Party, Vendor Fair, AKA store, etc.”
	<p>III.OVERVIEW OF CHAPTER FINANCIAL PRACTICES b.Expenditures</p>	<ul style="list-style-type: none"> - Changed ‘Chairperson’ to ‘Chairman’ - Added “must” between chairman and authorize expenditures - Added “The committee chairman or committee member can then prepare the voucher for the authorized expenditure for payment
	<p>IV. RECEIPT OF FUNDS b.Return Check Policy i.internal</p>	<ul style="list-style-type: none"> - Remove or in the following sentence “The Pecunious Grammateus will notify the soror Verbally and in written form..... - Changed return check fee of the greater of \$20 to \$35 or the bank’s service charge - Changed “Any soror who has had two checks to Any soror who has had one check
	<p>VI.VOUCHERS AND CHECKS a.Standards Procedures for Checks</p>	<ul style="list-style-type: none"> - Changed Chair to “Chairman”
	<p>VII.COMPLIANCE AND RECORDKEEPING a.Officer/Chairperson i. The Tamiouchos</p>	<ul style="list-style-type: none"> - Added “Chapter Financial Reports and Cash disbursements should be posted in the Members only section of the Chapter Website.” (in accordance with

		<p>recommendation from 2016 Internal Audit)</p> <ul style="list-style-type: none"> - Added 'Vouchers and/or checks should be used when transferring funds from one account to another account to ensure clear record keeping for these transactions. (in accordance with recommendation from 2016 Internal Audit)" - Added "Submits corporate fees and applicable forms (when required) to the Corporate office including General, Life, Undergraduate, Reactivation & Transfer Members"
	Appendix	<ul style="list-style-type: none"> - Removed 2009 Reactivation Form - Removed Transfer Verification Form - Changed Dates for Current year on Operating, Program and Fundraising Voucher(s) (page 27-29) - Added 'Electronic Payment to Refund Request Voucher' (page 31) - Added Reactivation and Transferring 'In' Tracking Report (page 35) - - Added Transferring 'Out' Tracking Report (page 36)
Jan 2018	VI. VOUCHERS AND CHECKS	<ul style="list-style-type: none"> - Vouchers are handing out by Ani-Tamiouchos - Removed Pecunious Grammateus from being required to sign vouchers
	Appendix	<ul style="list-style-type: none"> - Changed Dates to Current year on Operating, Program and Fundraising Voucher(s)

XII. Glossary of Terms

1. Local dues – chapter operating cost that does not include per capita, EAF, or other fees due to the Sorority

XIII. APPENDIX

Examples of the following forms are included below.

- Lost Checks Replacement Voucher • Transmittal of Funds Form
- Refund Request Voucher - Internal • Reversal Transmittal of Funds Form
- Advance Voucher • Expense Report Form
- Operations Voucher • Program Expense Voucher
- Fundraising Expense Voucher • Receipt Documentation
- Reactivation & Transfer In Tracker • Transferring Out Tracker

These forms have been modified for presentation in these procedures. Sorors needing forms should obtain them from the Pecunious Grammateus or Tamiouchos as stated in the procedures.

Appendix

LAMBDA EPSILON OMEGA
ALPHA KAPPA ALPHA SORORITY, INC.
REVERSAL TRANSMITTAL OF FUNDS

Page _____ of _____

Notification

Date Name Amount Check # Date Method of Notification

[Redacted table content]

TAMIOUCHOS USE ONLY:

[Redacted]

Transmitted to Pecunious Grammateus ____/____/____

[Redacted]

Signature _____

TOTAL TRANSMITTED \$

[Redacted]

[Redacted]

**PECUNIOUS GRAMMATEUS
USE ONLY:**

Alpha Kappa Alpha Sorority, Inc.
LAMBDA EPSILON OMEGA CHAPTER
Operating Expense Voucher
Fiscal Year - January 1, 2018 to December 31, 2018

DATE _____

CHECK THE LINE ITEM(S) TO BE DEBITED IN THE BUDGET.

COMMITTEES

- AKA Connection
- Archive
 - Storage Facility
- Audit
- Budget
- Bylaws
- Executive
 - Executive Retreat
- Honors and Awards
- Chapter Awards
- Diamond/Silver Star/Golden Soror Recognition
- Leadership Development
- Membership
- Nominating
- Program – Administrative
- Public Relations
- Sisterly Relations
- Social Welfare
 - Chapter Directory
 - Courtesies
 - Hospitality
 - Ivy Beyond The Wall
 - Retiring Chapter Officers
- Standards
- Technology
 - Equipment/Equipment Maint.

COMMITTEES, cont.

- Technology, cont.
 - Software/Software Maint.
 - Computer supplies
- Telephone (CallingPost)
- Undergraduate Activities

MEETINGS/CONFERENCES

- Leadership Seminar
 - Basileus Expense
 - EAF Luncheon Ticket
 - Other _____
- Chapter Meetings
- Chapter Retreat
- Cluster Meeting
- Committee Meetings
- SA Regional Conference
 - Delegate Expense
 - Ad
 - Chapter Awards/Exhibits
 - Leadership Breakfast
 - Golden Soror Recognition
 - Silver Star/Golden Soror Event
 - EAF Luncheon
- Undergraduate Roundup
- Undergraduate Summit
- Undergraduate Support_NA
- Undergraduate Support_NB

CORPORATE OFFICE

- Chapter Tax
- COIP
- EAF
- Per Capita/Late fees
- Reactivation fee
- Constitution and Manuals
- Stationery/Documents

OFFICERS

- Basileus
- Epistoleus (Newsletter)
- Graduate Advisor – NA
- Graduate Advisor – NB
- Grammateus
- Pecunious Grammateus
- Philacter
- Tamiouchos

SOCIAL ACTIVITIES

- AKA Day at the Capitol
- Chapter Anniversary
- Chapter Social Event
- Courtesies (Directorate, et al)
- Courtesies (Other)
- Metro Atlanta Founders' Day (Assessment)
- New Members' Celebration
- Undergraduate Celebration

OTHER

- Bank Charges
- Bonding of Officers
- Chapter History Book
- Contingency
- External Audit
- P.O. Box Rental
- Support of Others

SUPPLIES

- Financial Software
- Financial Software, maint.
- Other Committee - Postage
- Other Committee - Supplies
- Other _____

IN/OUT (non budgeted)

- Chapter Name Badges
- 2016 Boule Assessments
- Prior Year Carryover
- Ticket Sales (list event)

Other (list) _____

Chapter Dues Award

Explanation of Expenditure _____

Submitted By _____

Make Check Payable To _____

Tax ID: _____

Address _____

Street	City	State	Zip
BREAKDOWN OF EXPENDITURES		AMOUNT	RECEIPT/DOCUMENTATION
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
		TOTAL	

APPROVALS

Signature _____

Officer/Committee Chairperson

Signature _____

Basileus

Signature _____

Tamiouchos

TAMIOUCHOS USE ONLY

revised 1-2018

Check No. _____

Date Issued _____

Receipts/Documentation Attached: Yes No N/A

Comments: _____

Alpha Kappa Alpha Sorority, Inc.
LAMBDA EPSILON OMEGA CHAPTER
Program Expense Voucher
Fiscal Year - January 1, 2018 to December 31, 2018

DATE _____

CHECK THE LINE ITEM(S) TO BE DEBITED IN THE BUDGET.

- | | | |
|---|--|--|
| <input type="checkbox"/> Target I: Educational Enrichment
___ ASCEND
___ ThinkHBCU
___ 1 Million Backpacks

_____ | <input type="checkbox"/> Target II: Health Promotion

_____ | <input type="checkbox"/> Target III: Family Strengthening

_____ |
| <input type="checkbox"/> Target IV: Environmental Ownership

_____ | <input type="checkbox"/> Target V: Global Impact

_____ | <input type="checkbox"/> Other:
___ Community Impact Days
___ Scholarship

_____ |

OTHER (not included in budget and not indicated above) please explain _____

Explanation of Expenditure _____

Submitted By _____

Make Check Payable To _____

Address _____

Street	City	State	Zip		
BREAKDOWN OF EXPENDITURES		AMOUNT	RECEIPT/DOCUMENTATION		
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
		TOTAL			

APPROVALS

<i>Signature</i>	Anti Basileus
<i>Signature</i>	Basileus
<i>Signature</i>	Tamiouchos

TAMIOUCHOS USE ONLY		<small>revised 1-2018</small>
Check No. _____	Date Issued _____	Receipts/Documentation Attached: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Comments:		

LAMBDA EPSILON OMEGA CHAPTER
Alpha Kappa Alpha Sorority, Inc.
Fundraising Expense Voucher
Fiscal Year - January 1, 2018 to December 31, 2018

DATE _____

CHECK THE APPROPRIATE ITEM(S) AFFECTED

Seed Money:

- Operating Account
- Fundraising Account
- Prior Year Carryover

Other Fundraising Expense:

- Fundraising Tax Expense Reserve

Approved Fundraisers - Expenses:

- AEO Store Sales
- Tee Shirt Sales
- Sweater Sales
- White Pearl Affair
- Platinum Pearl Cabaret
- EAF _____
- Other _____

Explanation of Expenditure _____

Submitted By _____

Make Check Payable To _____

Address _____

Street	City	State	Zip
BREAKDOWN OF EXPENDITURES		AMOUNT	RECEIPT/DOCUMENTATION
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
		TOTAL	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

APPROVALS

Signature _____

Fundraising Committee Chairperson

Signature _____

Basileus

Signature _____

Tamiouchos

TAMIOUCHOS USE ONLY		<i>Updated-2018</i>
Check No. _____	Date Issued _____	Receipts/Documentation Attached: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Comments: _____		

Alpha Kappa Alpha Sorority, Inc.
LAMBDA EPSILON OMEGA CHAPTER
Lost/Damaged Check Replacement Voucher - Internal

REQUEST TO REPLACE LOST/DAMAGED CHECK – INTERNAL

DATE: _____

ORIGINAL PAYEE: _____

Explanation of Expenditure: _____

CERTIFICATION:

Payment for the expenditure indicated above has been: lost or never received or damaged.

If the check is found after receiving replacement, I will return it to the Tamiouchos. If it is found to be cashed after receiving replacement, I will be liable for the overpayment amount and will forward funds within 10 days to the Pecunious Grammateus of Lambda Epsilon Omega.

Soror's Signature: _____

Make Replacement Check Payable To:

Address:

Street	City	State	Zip
--------	------	-------	-----

BREAKDOWN OF EXPENDITURES	AMOUNT	RECEIPT/DOCUMENTATION
	\$	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	\$	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	\$	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	\$	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	\$	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
TOTAL	\$	

APPROVALS

<i>Signature:</i>	Officer/Committee Chairperson
<i>Signature</i>	Basileus
<i>Signature</i>	Tamiouchos

*****TAMIOUCHOS USE ONLY*****

BANK ACCOUNT INFORMATION:

Operations Account Fundraising Account †
 Original Check Number _____ Original Check Date: _____
 Check Still Outstanding as of this date: _____
 Stop Payment Issued? Yes No

Revised 1/2018

Alpha Kappa Alpha Sorority, Inc.
LAMBDA EPSILON OMEGA CHAPTER
Refund Request Voucher - Internal

REQUEST TO RECEIVE A REFUND OF FUNDS PREVIOUSLY SUBMITTED* – INTERNAL

DATE: _____ ORIGINAL PAYMENT TOTAL AMOUNT: \$ _____

ORIGINAL PAYMENT SUBMITTED FOR** : _____

Requestor's Name (please print) and Signature

REASON FOR REFUND: Event Cancelled Overpayment for _____

Other _____

CERTIFICATION:

I am submitting a refund for the reason(s) stated above. The original payment was made by check and/or money order/cashier's check/cash. I have attached the original receipt, copy of cancelled/cleared check,

other _____

Make Check Payable To:

Address:

Street City State Zip

BREAKDOWN OF REFUND	AMOUNT	RECEIPT/DOCUMENTATION
	\$	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	\$	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	\$	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	TOTAL	\$

APPROVALS

Signature and original receipt #	Pecunious Grammateus (or Anti-Pecunious Grammateus)
Signature:	Officer/Committee Chairperson (if applicable)
Signature	Basileus
Signature	Tamiouchos

*Funds must have cleared the bank if other than cash or certified funds received.

**If the receipt only includes the event(s) for which the refund is sought, the receipt must be submitted (or other documentation as indicated above) and voided in receipt book by the Pecunious Grammateus or Anti Pecunious Grammateus. If the receipt includes payment for multiple events, the receipt must be submitted (or other documentation as indicated above) and either voided or notation made on the receipt. Corresponding action must be made in the receipt book by the Pecunious Grammateus or Anti Pecunious Grammateus. If voided, a new receipt for the remaining paid events should be issued by the original receiver of funds (i.e. Pecunious Grammateus or Anti Pecunious Grammateus).

TAMIOUCHOS USE ONLY		2017
Check No. _____	Date Issued _____	Receipts/Documentation Attached: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Comments:		

Alpha Kappa Alpha Sorority, Inc.
LAMBDA EPSILON OMEGA CHAPTER
Advance Voucher

Date: _____

Bank Account: ___ Operations ___ Fundraising

Requestor (please print): _____

Reason for Advance:

Make Check Payable To (please print):

Address:

Street

City

State

Zip

BREAKDOWN OF EXPENDITURES	AMOUNT	DOCUMENTATION		
	\$	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
TOTAL				
		\$		

APPROVALS

<i>Signature:</i>	Officer/Committee Chairperson
<i>Signature:</i>	Basileus
<i>Signature</i>	Tamiouchos

Authority: FINANCIAL PROCEDURES HANDBOOK – VI. Vouchers and Checks/Advance Checks

Checks may be issued before the expenses have been incurred. In order to receive an advance, the soror must provide documentation supporting the need for the advance, an advance voucher. After the expenses have been incurred, the soror should complete the appropriate voucher documenting the expense. Any amount over the actual expense will be reimbursed to the Chapter. Only one advance per soror or business will be permitted, unless an emergency situation exists. The Basileus will determine what constitutes an emergency situation.

TAMIOUCHOS USE ONLY		<i>Updated-2017</i>
Check No.	Date Issued	Receipts/Documentation Attached: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Comments:		

Alpha Kappa Alpha Sorority, Inc.
LAMBDA EPSILON OMEGA CHAPTER
Advance Voucher – Conference Stipend

Date: _____

Bank Account: Operations

Reason for Advance:

Stipend for conference checked below.

Delegate? Yes N/A

South Atlantic Regional Conference

Boule

Leadership Seminar

Cluster

Undergraduate Summit

Undergraduate Roundup

Requestor: Make Check Payable To (please print):

Address:

Street

City

State

Zip

BREAKDOWN OF EXPENDITURES	AMOUNT	DOCUMENTATION		
Stipend Advance	\$	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
TOTAL		\$		

APPROVALS

Signature:	Officer/Committee Chairperson
Signature:	Basileus
Signature	Tamiouchos

Authority: FINANCIAL PROCEDURES HANDBOOK – VI. Vouchers and Checks/Conference Stipends/Reimbursements and Advance Payments

Checks may be issued to sorors to attend conferences as chapter representatives before the expenses have been incurred. In order to receive an advance, the soror must provide documentation supporting the need for the advance in the form of a voucher. After the expenses have been incurred, the soror should complete the appropriate expense report documenting the expenses. Any amount over the actual expense will be reimbursed to the Chapter. If the soror did not receive an advance, they must still submit a voucher and an expense report. Only one advance per soror or business will be permitted, unless an emergency situation exists. The Basileus will determine what constitutes an emergency situation.

TAMIOUCHOS USE ONLY		<i>Updated-2017</i>
Check No.	Date Issued	Receipts/Documentation Attached: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Comments:		



**LAMBDA EPSILON OMEGA CHAPTER
ALPHA KAPPA ALPHA SORORITY, INC
CONFERENCE EXPENSE ACCOUNTING**

Name:	Dates Covered	From	To
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Purpose of trip or expenditure. Please attach all receipts to validate expenses.

Item	Expense	Day Date								Item Totals
1	Transportation									\$ -
2	Hotel									\$ -
3	Meals									\$ -
4	Registration									\$ -
5	Conference Functions									\$ -
6	Miscellaneous									\$ -
7	Other									\$ -
										\$ -
										\$ -
										\$ -
										\$ -
Total lines 1 - 11			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*Explanation of Items 1 - 7 (complete below): Itemize Conference Functions, i.e. Luncheons, Breakfasts, etc.

Item	Date	Explanation	Amount	A. Total Expenses This Report	\$ -
				B. Stipend Advance	
				C. Due Lambda Epsilon Omega (If B > A)	\$ -
TAMIOUCHOS USE ONLY					
				Category	Amount
					Code
				1 Transportation	\$ -
				2 Hotel	\$ -
				3 Meals	\$ -
				4 Registration	\$ -
				5 Conference Functions	\$ -
				6 Miscellaneous	\$ -
				7 Other	\$ -
					\$ -
					\$ -
					\$ -
					\$ -
		TOTAL	\$ -		

Submitted By (Signature)	Date	Reviewed By (Signature)	Date
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Alpha Kappa Alpha Sorority, Inc.
LAMBDA EPSILON OMEGA CHAPTER
Receipt Documentation*

Date: _____

Receiver of Funds (please print): _____

Signature: _____

Address: _____

Best Contact Number: (_____) _____

Amount Received: \$ _____ (circle one: Check or Cash)

_____ **To be completed by Disburser of Funds** _____

Date: _____

Disburser of Funds (please print): _____

Signature: _____

Best Contact Number: (_____) _____

Amount Disbursed: \$ _____ (circle one: Check or Cash)

If check, complete the following: Chapter or Personal? If Chapter, indicate the check number : _____

Reason for Expense: _____

Committee/Office: _____

APPROVAL

Signature: _____

Officer/Committee Chairperson

*To be used when a receipt is not available.

TAMIOUCHOS USE ONLY

2017

Initials: _____

Date Received _____

Comments: _____

2016 Finance Committee Reactivation & Transfer(In) Tracking Report

Note: A copy of this form will be emailed to the Executive Committee each month.

Month	Soror's Name	Complete form recv'd for Tamiouchos to submit to Corp? Y/N	Payment Recv'd by Pecunious Grammateus Y/N	Email Address	Transfer or Reactivation

2016 Finance Committee Transferring 'Out' Tracking Report

Note: A copy of this form will be emailed to the Executive Committee each month.

Month	Soror Name	If the Soror was active in 2015 or 2016, has the \$275 2016 Boule Assessment been paid to Pecunious Grammateus? If no (Not Active), the transfer form can only be signed once this obligation has been met.	Does the Soror have any outstanding financial obligations to the Chapter? (Verify with Pecunious Grammateus) Y/N. If not this form can only be signed once this obligation has been met.	Does the Soror have any outstanding financial obligations to the Foundation? (Verify with the Foundation Financial Secretary) Y/N. If not this form can only be signed once this obligation has been met.	Complete Form Signed by Basileus or Tramiouchos or Graduate Advisor (Choose one)