



DIRECTOR OF FINANCE & OPERATIONS

WORKBOOK

GROUP 1

Eta Mu Associate Chapter

University of Kansas

Gamma Beta

University of Wisconsin-Stevens Point

Upsilon

University of Arkansas-Monticello

Eta Nu Associate Chapter

University of Wisconsin-Madison

Epsilon Mu

Marshall University

Beta Kappa

University of Wisconsin-La Crosse

Theta Zeta Associate Chapter

Towson University

Alpha Chi

University of Illinois at Urbana-Champaign

Mu

Southeastern Oklahoma State University

Epsilon Sigma

Southern Illinois University-Edwardsville

Beta Chi

University of Nebraska at Kearney

Zeta Mu

William Woods University

Alpha Epsilon

Henderson State University

GROUP 2

Epsilon Omega

Florida Institute of Technology

Gamma Rho

Cameron University

Epsilon Zeta

Embry-Riddle Aeronautical University-Prescott

Epsilon Pi

University at Buffalo, The State University of NY

Psi

Central Michigan University

Zeta Omega Associate Chapter

The Ohio State University

Epsilon Theta

Plymouth State University

Lambda Associate Chapter

Black Hills State University

Gamma Theta

University of Missouri-St. Louis

Epsilon Delta

University of Massachusetts-Lowell

Epsilon Omicron

Monmouth University

Alpha Omega

Missouri University of Science and Technology

Beta Upsilon

Cleveland State University

GROUP 3

Delta Pi

University of Pittsburgh at Johnstown

Delta Upsilon

Penn State Erie-Behrend College

Delta Psi

Robert Morris University

Zeta Upsilon Associate Chapter

University of Nebraska-Lincoln

Zeta Phi Associate Chapter

Carroll University

Eta Lambda Associate Chapter

University of Maryland-College Park

Gamma Tau

Millersville University

Beta Iota

California University of Pennsylvania

Delta Phi

Fitchburg State University

Gamma Pi

Stephen F. Austin State University

Beta

Truman State University

GROUP 4

Zeta Lambda

University of Nevada-Reno

Zeta Kappa

Kansas State University

Epsilon Lambda

Plattsburgh State University of New York

Beta Gamma

Youngstown State University

Beta Xi

Winona State University

Zeta Psi

University of Colorado Boulder

Zeta Sigma

Colorado State University

Gamma Xi

University of Wisconsin-Platteville

Epsilon Rho

Salisbury University

Beta Zeta

University of Central Oklahoma

Zeta Beta

University of Cincinnati

GROUP 5

Theta

Northwest Missouri State University

Epsilon

Pittsburg State University

Delta

Emporia State University

Phi

Southeastern Louisiana University

Zeta

Northeastern State University

Kappa

University of Wisconsin-Whitewater

Zeta Omicron

Michigan State University

Gamma Phi

University of Southern Indiana

Epsilon Xi

Saint Louis University

Alpha

University of Central Missouri

Gamma Chi

Michigan Technological University

GROUP 6

Beta Alpha

University of Missouri

Beta Theta

Purdue University

Epsilon Tau

University of North Carolina at Charlotte

Delta Alpha

East Carolina University

Zeta Pi

University of Arizona

Epsilon Upsilon

Virginia Polytechnic Institute & State University

Sigma

University of Central Arkansas

Epsilon Phi

University of Alabama

Chi

Western Michigan University

Epsilon Chi

Auburn University

Zeta Alpha

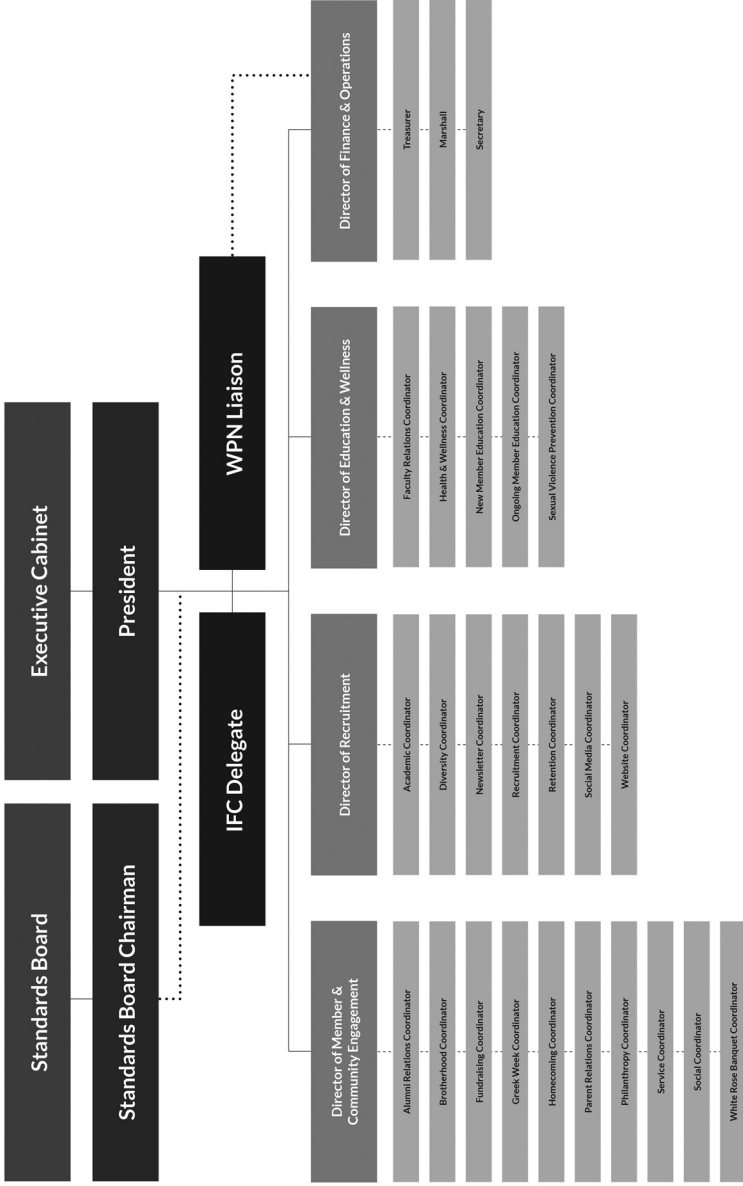
Arizona State University



ΣΤΙ

Fisher Cabinet Model

CHAPTER MEMBERSHIP 30-50 MEMBER CHAPTER



LEGEND

—— Direct report Indirect report

..... Equal role

Updated: January 2017



ΣΤΙ

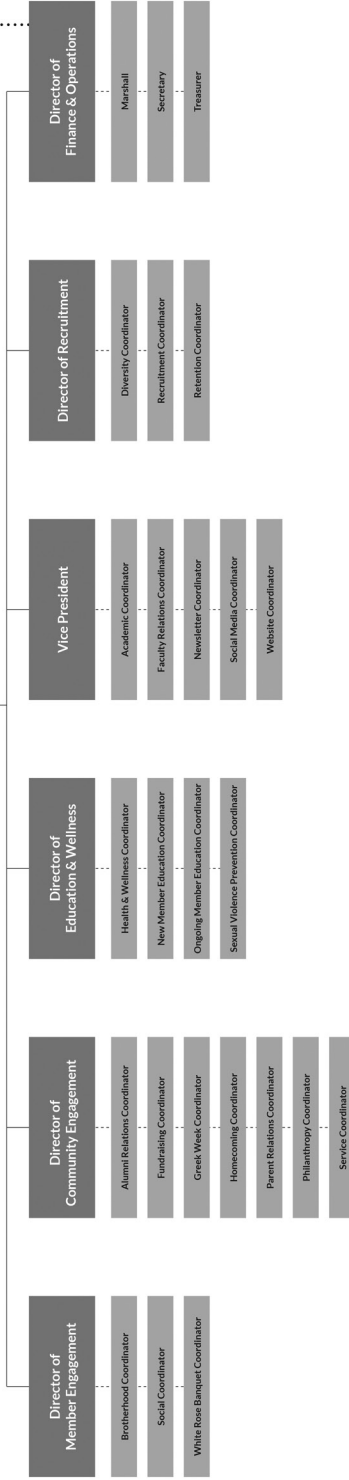
Hoffman Cabinet Model

CHAPTER MEMBERSHIP
51-75 MEMBER CHAPTER



IFC Delegate

WPN Liaison



LEGEND

— Direct report Indirect report

..... Equal role



ΣΤΙ

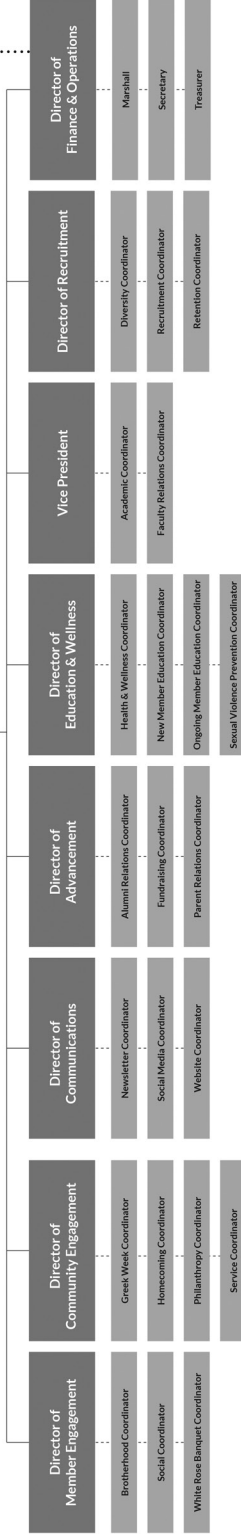
Salter Cabinet Model

CHAPTER MEMBERSHIP 76+ MEMBER CHAPTER



IFC Delegate

WPN Liaison



LEGEND

— Direct report Indirect report

..... Equal role

Updated: January 2017

SCHEDULE OVERVIEW

Saturday, January 08

10:00 AM - 11:00 AM	Tracks (General Welcome Session)
11:00 AM - 12:00 PM	Tracks
12:00 PM - 12:30 PM	Lunch Break
12:30 PM - 3:45 PM	Tracks

Sunday, January 09

10:00 AM - 10:30 AM	Tracks (General Welcome Session)
10:30 AM - 12:00 PM	Tracks
12:00 PM - 12:30 PM	Lunch
12:30 PM - 3:45 PM	Tracks

DIRECTOR OF FINANCE & OPERATIONS

WORKBOOK



Webb Academy

January 8-9, 2022

Virtual

Sigma Tau Gamma Fraternity

8741 Founders Road | Indianapolis, IN 46268

Phone: (317) 644-1920 | Web: sigtau.org | Email: noblemen@sigtau.org

ROLE OF THE DIRECTOR OF FINANCE & OPERATIONS

The primary objective of the Director of Finance & Operations is to serve on the Executive Cabinet and advance the goals of the chapter through proper fiduciary management. In doing so, he provides a stronger experience for his chapter brothers ensuring pivotal operations of the chapter run smoothly. It is through his efforts and leadership that the Director of Finance & Operations will promote the integrity of the organization, archive the business of the chapter, and ultimately advance the goals of the chapter.

KEY ROLES

- Provide strategic management for all financial and reporting goals of the chapter.
- Lead, manage, and ensure the successful completion of responsibilities of the Marshall, Treasurer, and Secretary.
- Meet regularly, both individually and as a division, with coordinators.
- Attend all Executive Cabinet Meetings.
- Develop, submit, and oversee the creation and implementation of the chapter budget, monitoring income and expenses.
- Ensure completion of the Chapter Standards Report and Important Dates and Deadlines.

Treasurer

The Treasurer serves under the Director of Finance & Operations. He is responsible for conveying the state of the finances with all chapter brothers. His job is to work with OmegaFi to bill members accurately, draft a budget each semester, as well as regularly provide the chapter with a financial update. Specific responsibilities include:

KEY ROLES

- Assist in the creation and successful execution of the chapter's annual budget, ensuring it aligns with the chapter's goals and priorities.
- Ensure prompt and complete payment of dues and membership related expenses.
- Track expenditures and maintain records and receipts.
- Create practices and reinforce policies to ensure financial responsibilities are met and are in accordance with the Constitution and Laws of the chapter and national fraternity.
- Inform the chapter and Executive Cabinet of the current expenses and account balances on a weekly basis.
- Report annually to the IRS and/or work with the national vendor hired by Headquarters.
- Collaborate with WPN House Manager on member billing and collection (if WPN property).

Secretary

The Secretary serves within the Executive Cabinet of the chapter. He is responsible for the documentation of all meetings of the Executive Cabinet and the full chapter. His job is to note official business and reports presented during chapter meetings through minutes and provide them weekly to the chapter members. He should also develop and maintain a filing system for minutes and assist with filing chapter reports. Additionally, he will serve as a member of the chapter's Standards Board. Specific responsibilities include:

KEY ROLES

- Create and manage the records and minutes of Executive Cabinet and chapter meetings.
- Manage and maintain an accurate chapter roster with the Office of Fraternity & Sorority Life (or equivalent office).
- Serve on the Standards Board and manage forms, notifications of proceedings, and Headquarters reporting.

Marshall

The Marshall serves under the Director of Finance & Operations. He is responsible for maintaining the order during official meetings and preparing and practicing for chapter ceremonies. Specific responsibilities include:

KEY ROLES

- Maintain order during chapter meetings.
- Conduct ceremonies and rituals in accordance with the Constitution and Laws of the Fraternity.
- Ensure members participating in Ceremony of Association and Ritual of Initiation have paid all required fees prior to the ceremony or ritual.
- Maintain and protect the ritual equipment of the chapter.
- Complete initiation material inventory reports with Headquarters upon request.

OTHER TEAMMATES

What does BDO do?

What does OmegaFi do?

If I need help in my role, who else can I ask for assistance?

IMPORTANT DATES AND DEADLINES

Spring 2022 – Fall 2022

JANUARY 2022

Virtual Webb Academy Attendance
President, Director of Finance, and
Standards Board Chairman

In-Person Webb Academy Attendance
Director of Recruitment and Director of
Education & Wellness
Spring Roster Update Due

DUE DATE

January 8 – 9, 2022

January 14 – 16, 2022

January 15, 2022

MARCH 2022

Spring Association Report Due

March 1, 2022

\$200 Late Fee

APRIL 2022

Spring Initiation Report Due
Chapter Standards Report Due

April 1, 2022

\$200 Late Fee

April 15, 2022

Admin. Suspension

MAY 2022

National Dues & Fees Balances Due
National Dues & Fees, Member Safety, Conferences

May 31, 2022

JUNE 2022

Grand Conclave Attendance
Kansas City, Missouri

June 23 – 26, 2022

AUGUST 2022

Fall Roster Update Due

August 15, 2022

OCTOBER 2022

Member Safety Balance Due
Fall Association Report Due
Form 990: Tax Organizer Due

October 1, 2022

Admin. Suspension & Surcharge

October 1, 2022

\$200 Late Fee

October 1, 2022

Admin. Suspension & \$200 Late Fee

NOVEMBER 2022

Fall Initiation Report Due
Annual Officer Elections

November 1, 2022

\$200 Late Fee

Chapter Discretion

DECEMBER 2022

Officer Updates in Vault Due
National Dues & Fees Balances Due

December 1, 2022

December 31, 2022

How do you plan on revisiting these deadlines with your Executive Cabinet regularly so that you don't miss any items on this list?

CHAPTER STANDARDS

Academics

1. Chapter recruits potential new members who have at or above a 2.5 cumulative high school GPA, or, if established, collegiate GPA.
2. Chapter achieves a minimum, semesterly, chapter GPA at or above the campus all men's average GPA or achieves a 2.7 semesterly GPA for campuses who do not provide an all-men's average GPA.

Education and Programming

3. Chapter sends the required officers - no substitute officers - to attend Webb Academy in its entirety.
4. Chapter sends 50% of associate members in each associate member class to attend Noble Man Institute in its entirety.
5. Chapter sends required delegates to attend Grand Conclave in its entirety.
6. Chapter executes Path of Principles in its entirety with associate members.

Finance & Administration

7. Chapter meets all administrative and financial deadlines each semester as outlined in the Important Dates and Deadlines Document.
8. Chapter is current on all academic year finances, having a \$0 balance in their National Dues and Fees, Conferences, Member Safety Fee*, and housing registers by December 31 and May 31.
9. Chapter elects new officers in November and updates contact information for all officers in Vault by December 1.

Member Safety & Wellness

10. Chapter abides by the Fraternity's Member Safety and Wellness Policy.
11. All member education, recruitment, and ritual events are alcohol-free.

Recruitment & Retention

12. Chapter size is equal to or greater than the IFC average chapter size or 28 members - whichever is higher.
13. Chapter retains 85% of total associate members from association to initiation.
14. Chapter supports "student choice" or 365 recruitment.

Ritual

15. Chapter performs association and initiation ceremonies, as instructed by the Sigma Tau Gamma ritual book, for every academic semester in which a chapter extends bids to potential new members.
16. Initiation of associate members takes place in the same semester in which bids are extended.

Service & Philanthropy

17. Chapter averages at least 12 hours of service per member per semester.
 18. Chapter hosts at least one fundraiser a year through CrowdChange to raise funds for Special Olympics.
- *Member Safety Fee is due, in full, by October 1

Which three of these Chapter Standards do you feel your chapter needs to focus on the most this year?

OMEGAFI FAQ QUIZ

Your chapter president tells you he doesn't have access to see the roster or chapter registers in Vault. How do you give him access to view those?

Your lead advisor asks, "what's the difference between the member roster and the billing roster in Vault?" What do you tell him?

Last semester, your previous director of finance incorrectly marked someone as "alumnus" on your member roster, and now you need to add him back to your active roster in Vault. What do you do?

A member of the chapter tells you he wants to go "inactive" for a semester. He'll still be on campus, but he wants to take a semester off because he'll be busy – he'll rejoin the chapter again next semester. He wants to know what his options are – what do you tell him?

You need to update your director of recruitment's phone number in Vault. How do you do it?

You want to see what the chapter was billed for the upcoming semester. Where can you find that information?

It's nearing the end of the semester and your chapter president asks how much money the chapter still owes in their National Dues and fees. Where do you look to find this number?

- ▲ He asks you what's making up that balance and how the chapter can get closer to a \$0 balance. Where are a few places you can look to see what's making up that balance?

Your chapter president wants to open a checking account outside of OmegaFi. What do you tell him?

A member who transferred to another college for a semester is now back on campus and you need to add him back to your member roster. What do you do?

A chapter member tells you his balance is wrong and that he made a full payment last month; he wants to see what the charges on his account are and you want to see if he actually did make a payment. Where can you look?

The chapter president asks if you can transfer some funds from your operating account to your member safety fee register. How do you do it?

You need a budget template for the chapter this year, and you want to check out last year's budget too. Where can you look to find it?

You forget how to add new members to Vault. Where can you go to find instructions on how to add them?

TAXES

What is the IRS form 990?

- ^ The not-for-profit tax return that all tax-exempt organizations must file on a yearly basis.

Where does my chapter probably fall in gross receipts?

- ^ There are three types of 990s based on the average gross receipts of the chapter.
- ^ You can see past years' filings under Communications – Resource Center – Your Chapter Folder – Tax Returns

Status

Gross receipts normally \leq \$50,000
Gross receipts $<$ \$200,000, and total assets $<$ \$500,000
Gross receipts \geq \$200,000, or total assets \geq \$500,000

Okay, but why does this matter?

- ^ The IRS requires not-for-profit organizations to file the form 990 reporting their assets, liabilities, income, and expenses for the year.
- ^ The IRS awards the chapter tax-exempt status as long as it maintains filing the financial information for the chapter. When a chapter fails to file and loses its tax-exempt status, all the income of the chapter then becomes taxable income. The IRS holds the individual chapter responsible for any late fees, penalties, and taxes they may incur.
- ^ If a tax-exempt status is lost, past returns must be filed, and \$600 check payable to the IRS to reinstate the tax-exempt status must be sent.
- ^ The average total to regain a lost status is approximately \$3,000 and is the direct responsibility of the chapter.

That does sound important...what other information do I need to know to get this done?

- ^ You'll need to know where your Tax ID number is: Log into Vault and go to Chapter – Chapter Detail – Federal Tax Identification Number (EIN).
- ^ We recommend that during your term, you hold on to a few pieces of information: receipts for purchases, W9s for vendors you pay for their services, receipts for cash received on the local level, and fundraiser receipts and expenses. Don't forget to ask the former director of finance and operations about any of this information they're holding on to too!

So how do I actually make sure this gets done?

- ^ No worries – we'll help you! Sigma Tau Gamma contracts with a CPA firm, BDO, to assist you in filing your chapter's tax return. You'll get updates with reminders, instructions, and even live webinars to help walk you through this process, beginning as early as July.
- ^ BDO has created a 990 "organizer" (it's an excel document you'll need to fill out) that helps submit the chapter's financial data in a format that can easily be reported to the IRS. It's due by October 1 every year for the following year's data. For example, the 2020 return is data from July 1, 2020, to June 30, 2021, and was due to BDO on October 1, 2021.
- ^ It is your job to complete this organizer with a complete reconciliation of all financial data of the chapter. We'll send you the organizer this summer, and it's due back by October 1. Then, from October 1 - November 15, BDO prepares all the returns, sends them through their quality control process, and produces the 8879 for you to sign.
- ^ Once the 8879 form is signed, that gives BDO permission to electronically file your return before the end of the day November 15!

ROSTER MANAGEMENT

Member Roster

The member roster is your official list of who is active in your chapter at any given time. The roster should always be reflective of who is actually in your chapter - which could, and will likely, require periodic updates. However, there are two dates in particular that are critical for updates: by January 15 for the spring semester, and by August 15 for the fall semester. On these dates, you should update the roster to reflect the roster for that semester; meaning anyone who will not be active in the chapter in the fall must be removed from the member roster by August 15, and anyone who will not be active in the chapter in the spring must be removed from the member roster by January 15.

The chapter is billed National Dues & Fees for everyone on the member roster.

Billing Roster

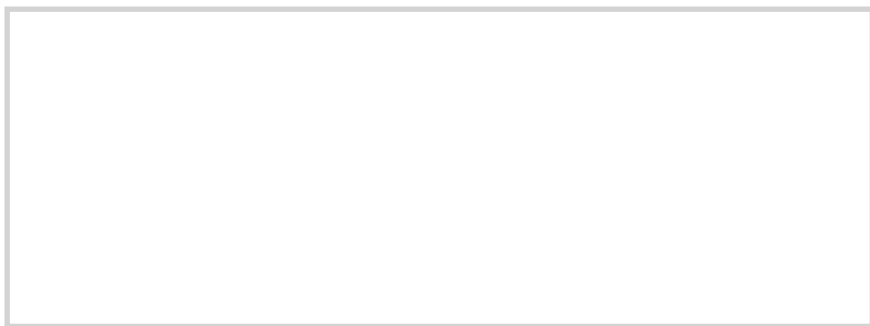
The billing roster is your official list of who you are billing in your chapter at any given time. You must update the billing roster based upon the financial situation of the given member. If someone is graduating, you must remove them from the billing roster, or else they will be charged according to your chapter's billing cycles the following semester. The billing roster has a separate function than the member roster, and the two rosters do not update simultaneously. You must manage both.

REMEMBER:

The chapter is billed by Headquarters Staff each semester based upon the member roster.

Members are billed by the chapter each semester based upon the billing roster.

OmegaFi can answer any questions you may have about how to update either roster, or on any Vault functions.



OMEGAFI FAQ QUIZ (PART II)

Your Executive Cabinet asks you when they can expect bills to go out, when they are due, and how much is due on each statement for the semester. Where can you find this?

You need some more accountability in your chapter, so you want to turn on late fees for past due balances. How do you do it?

You just found out that one of your associate members decided to disassociate before initiation, so now you need to credit him back for the cost of his initiation fee. How do you do this?

Your whole chapter voted, and everyone wants to add the cost of a homecoming t-shirt to their OmegaFi bill. How can you add this transaction after billing cycles are already set up? Your chapter president asks where the following amounts of each due or fee comes from and how much each is. How will you explain these to him?

- ^ Initiation Fee
- ^ Member Safety Fee
- ^ National Dues and Fees
- ^ Chapter Dues

What resource can you use if you need help explaining what a specific due or fee is, where it can be found, how often it is billed, etc.?

Initiation fees and association fees are automatically added to new members' accounts when they're added into Vault. What other fee is added to new members' accounts? How much is it?

It's time to submit your association report! What's one issue you can anticipate facing that might delay how soon you can submit your report? How can you combat that issue?

Fill in the blanks. Right now my chapter HAS or OWES the following in these registers:

- ^ Operating: _____
- ^ STG National Dues and Fees: _____ (*When is this due in full?*)
- ^ STG Member Safety Fee: _____ (*When is this due in full?*)

WAYS TO IMPROVE COLLECTIONS

Maintain effective chapter operations

- Keep your member and billing rosters up-to-date.
- Use your National Dues and Fees Letters to confirm billing cycles, create your budget, and communicate expectations with members.
- Don't get fined! Use your Important Dates and Deadlines document to meet all expectations.
- Use OmegaFi/Vault for all billing: not Venmo, external bank accounts, or cash payments.
- Use your resources and ask for help when you need it.

Maintain accountability

- Start with the Executive Cabinet and require a "current" balance to run.
- Offer flexible payment options to prompt quicker payment or offer incentives for early payment.
- Use the Standards Board to enforce non-payment penalties.
- Use the "Collections" feature of Vault only when you absolutely have to.

Be proactive

- Clarify financial expectations to new members before they join.
- Communicate financial expectations early and often to active members and set regular check-in's throughout the semester.
- Create a reserve or savings register for your chapter.
- Don't just bill the bare minimum.
- Work on collecting "alumni debt" before you have to.

What are some other things you can do right now to improve your chapter's collection processes?

1.

2.

3.

ALUMNI COLLECTIONS LETTER

Sigma Tau Gamma Fraternity
XXXXXX Chapter
ADDRESS
CITY, STATE ZIP

XXX DATE

Dear, NAME

My name is **XXXXXX** and I serve the **XXXXXX** Chapter of Sigma Tau Gamma as the Director of Finance & Operations. Our executive cabinet has been hard at work and has many exciting developments in the works. The chapter is currently reviewing our financial status to ensure the upcoming year will be financially sound. **INSERT MORE INFORMATION ABOUT THE CHAPTER AS NEEDED.**

Based on the records in OmegaFi, you currently owe money to the chapter. There is a bill sent to you each month with the amount owed. A copy of your most recent statement is attached. If you do not receive these statements, please provide me with a current mailing address, and I will update your record. In the course of our review, we did not find any notes or records of a payment plan or agreement between you and the chapter, or you have lapsed in those payments.

I am writing to ask that you to reach out to me via email with your plan of action to pay off the outstanding balance on your account. Currently, your OmegaFi balance is **XXXX**. I would like to hear back from you on or before **(DATE)**. The chapter will take no action before that date. However, understand that we have the authority and right to refer any member for collection under the agreement with you signed with the chapter through OmegaFi when you joined Sigma Tau Gamma. If I do not receive written communication from you by **(DATE)**, your account may be referred for collection and/or any other action that is deemed to be appropriate.

I want to work with you to create a plan that will help you pay off the outstanding balance in a reasonable amount of time. It would be my goal to create something that works both for you and the chapter. No one wants to send you to collections; we only want to receive the funds owed so that our chapter will continue to be financially viable in the future. I look forward to hearing from you.

Thank you,

Name
Director of Finance & Operations
XXXXXX Chapter
Email
Phone

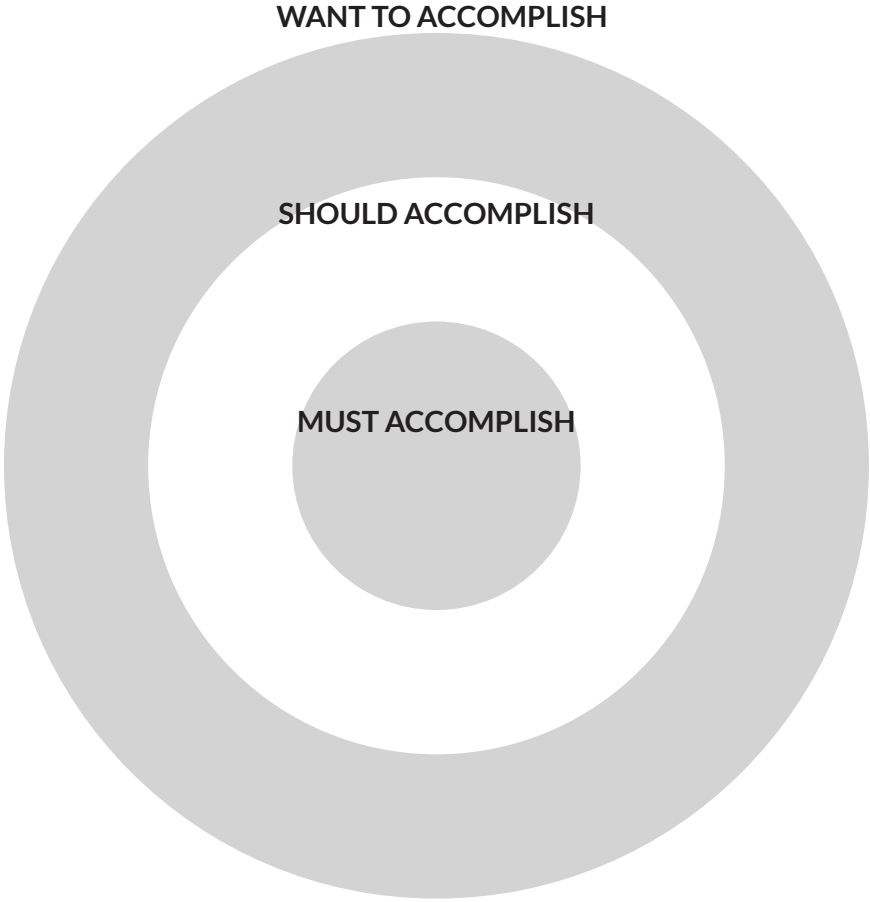
CONFRONTATION TIPS

- ⤴ Use a Neutral Location
- ⤴ Focus on Your Desired Outcome
- ⤴ Describe the Damage the Behavior May Cause
- ⤴ Describe the Benefits of Cooperation
- ⤴ Address the Behavior – Don't Attack the Member
- ⤴ Understand the Cause, but Stand Your Ground
- ⤴ Talk about Yourself and How You Feel
- ⤴ Don't Overwhelm the Member

Who are some members you need to have "accountability" conversations with early on in your term? What things can you do to educate your chapter on your expectations as Director of Finance & Operations?

ACTION PLAN

Identify the goal you **WANT** to accomplish, **SHOULD** accomplish, and **MUST** accomplish during your term as Director of Finance and Operations.



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