

Our chapters organize fundraising activities year-round to help support national and local philanthropies. District 2 is always excited to hear about your fundraising efforts, and we want to do whatever we can to support those efforts!

Whenever you are handling money transactions, it is important to keep detailed records to protect you and your chapter. The National Policy on Fiscal Responsibility is designed for this purpose:

NATIONAL POLICY ON FISCAL RESPONSIBILITY

In an effort to insure proper checks and balances in financial management of collegiate chapters, Alpha Sigma Alpha requires:

1. The treasurer shall submit all bills at a chapter business meeting. Upon approval of the chapter, the president shall order all bills to be paid.
2. All collegiate chapters must have a countersignature program in place requiring two signatures (President and treasurer) on all checks.
3. At no time will cash payments be received for any fees or dues.
5. Collegiate chapters shall have only one bank account with the national chapter financial management program for the purpose of collecting national and local fees, donations and other remittances for payment of chapter operating costs and other disbursements.
6. The national organization has the discretion to charge interest on past due accounts.

Failure to comply with the above policy may result in the inability of employee dishonesty insurance coverage to be invoked and disciplinary action taken.

Approved by the National Council 1/96, Revised 4/96, Revised 6/02, Revised 2/04, Revised 1/06, Revised 2/08

We understand that mailing checks to BillHighway and then printing a check can take extra time, but it ensures that your chapter has detailed records of the financial transactions.

In some situations, fundraisers may cause the chapter to collect cash and checks as donations (e.g., Bake sale, car wash, or candy sales.) Under these circumstances, to protect the chapter and its members, follow this process:

- 1) Inform your advisor or finance coaching team leader or member about the fundraiser: how long it will run, who will be collecting checks and how to reach that person.
- 2) Use a lock box or other type of container to collect the cash and checks. Never leave this container alone.
- 3) Make a copy of all checks before you deposit them.
- 4) Obtain a money order for the cash that was received.
- 5) Mail both the money order and the checks to BillHighway for deposit into your account.
- 6) After the fundraiser, pay for any goods/services by writing a check through your BillHighway account.

If you have any questions or concerns, contact Masha Mitsengendler, Finance Coaching Team Leader: masharm@gmail.com, 917-557-0279