



Lambda State Organization

To: Chapter Finance Chairs

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One of the most important responsibilities of the Chapter Finance Chair is the **preparation of the chapter budget for July 1, 2018, to June 30, 2019**. The budget should reflect chapter operating receipts and disbursements. Other special chapter funds are not included.

On the Lambda State Website, you will find the following documents: **Lambda State Chapter Budget Form (in EXCEL, pdf/Adobe and WORD)**, **Budget Guidelines**, **Guide for the Chapter Review/Audit Committee** and **descriptions of Lambda State and International Funds**. Go to: www.deltakappagamma.org/IL/, and refer to *Finance Committee* or *Forms*. Be sure to save your document when you first begin: in Excel and Word, use "save as" and include your chapter name; with the pdf version "rename," including your chapter name, and save to the desired folder on your computer. The EXCEL Budget is interactive and can easily be saved, completed, saved again, and emailed to me. The pdf/Adobe and WORD Budget forms can also be emailed. **Please do not submit a handwritten form.**

On the Lambda State Website you will also find a sample *voucher* and various other forms. Your chapter president and treasurer, who are ex-officio members (with vote) of the Finance Committee, should be of assistance to you. If you do not have internet and/or printing access, work with someone in your chapter who can assist you. Again, do not submit a handwritten form.

Please remember to do the following:

- Prepare your chapter's budget using an **official Lambda State Budget form (dated 2018-2019)** with the assistance of your Finance Committee, your chapter's president and your chapter's treasurer. (Save the file if completed electronically.)
- Submit the budget (as per *Chapter Rules*) for chapter approval no later than **October 31**.
- Forward one chapter-approved copy to the **State Finance Chair** no later than **NOVEMBER 1**.
- Provide copies of the budget for the files of the chapter president and the chapter treasurer. Keep a copy of the budget in your chapter finance chair's files.

If you need further information, please do not hesitate to phone or email me for assistance. I hope you and your chapter have a successful year.