



Lambda State Organization

To: Chapter Finance Chairs

From: Carol Beste, Lambda State Finance Chair
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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, 2016 to June 30, 2017**. 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 **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*. The EXCEL Budget is interactive and can easily be completed, saved, and emailed to me. The pdf/Adobe and WORD Budget forms can also be emailed. Just 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 send to the desired folder.

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, please contact me, and I will mail you the forms.

Please remember to do the following:

- Prepare your chapter's budget using an **official Lambda State Budget form (dated 2016-2017)** 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 very successful year.