



Illinois State Organization

To: Chapter Finance Chairs

From: LaVonne Chaney, Illinois 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, 2023, to June 30, 2024**. The budget should reflect chapter operating receipts and disbursements. Other special chapter funds are not included.

All forms will be available on the ILSO Website starting May 1, 2023. On the Illinois State Organization State Website, you will find: the **Illinois State Organization Chapter Budget Form (in EXCEL, pdf/Adobe and WORD) and the Budget Guidelines**. Go to: www.deltakappagamma.org/IL/, and refer to *Finance Committee*. The EXCEL Budget is interactive and can easily be completed, saved, and emailed to me. The Excel, 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.

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 Illinois State budget form (dated 2023-2024)** 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 **June 30, 2023**.
- Forward one chapter-approved copy to the **State Finance Chair** no later than **August 1, 2023**.
- 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.

On the Illinois State Organization Website, you will also find other documents to assist your chapter. There is a **Chapter Disbursement Voucher** that you can use as is or modify to suit your chapter's needs. To help your chapter with their annual audit is a **Guide for the Chapter Review/Audit Committee**. And to help you and your members know the financial assistance available to them and your chapter there is a description of funds for both the **Illinois State Organization Funds and International Funds**.

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.