

Treasurer

STARTER KIT

*Everything you need to run your chapter's
finances with confidence*

5 essential tools inside:

- 01** Your First 30 Days
- 02** Semester Budget Template
- 03** Dues Calculator
- 04** Event P&L Worksheet
- 05** Fundraising Checklist

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YOUR FIRST 30 DAYS

The New Treasurer's *Action Plan*

You just got elected. Now what? This page breaks your first month into three clear weeks so nothing falls through the cracks.

WEEK 1 — Get the lay of the land

- Get a handoff meeting with your outgoing treasurer
- Collect the chapter bank account login and debit card
- Download and review last semester's budget
- Confirm what national dues your chapter owes and when
- Find out your chapter's current bank balance
- Locate any outstanding invoices or unpaid bills

WEEK 2 — Set up your systems

- Create this semester's budget using the template on page 3
- Calculate dues using the worksheet on page 4
- Set up a dues tracking spreadsheet with every member's name
- Draft a dues announcement email to the chapter
- Schedule a budget review with your exec board
- Identify 2-3 fundraisers for the semester (see ideas page)

WEEK 3-4 — Start strong

- Send dues invoices or payment links to all active members
- Plan your first fundraiser using the Event P&L; on page 5
- Reach out to at least one local business about sponsorship
- Confirm who has signing authority on the bank account
- Set a monthly chapter finance update for exec board meetings
- Subscribe to Sorority Support for weekly ideas + tips

Pro tip

Ask your outgoing treasurer the single most important thing they wish they'd known. That answer alone is worth an hour of your time.

SEMESTER BUDGET TEMPLATE

Know where every dollar is going

Fill this in at the start of each semester. Use "Budget" for estimates and "Actual" after each item happens.

INCOME			
CATEGORY	BUDGET (\$)	ACTUAL (\$)	NOTES
Member dues	_____	_____	
Fundraiser #1	_____	_____	
Fundraiser #2	_____	_____	
Fundraiser #3	_____	_____	
Sponsorships	_____	_____	
National grants	_____	_____	
TOTAL INCOME	\$ _____	\$ _____	

EXPENSES			
CATEGORY	BUDGET (\$)	ACTUAL (\$)	NOTES
National/HQ dues	_____	_____	
Insurance	_____	_____	
Events & socials	_____	_____	
Philanthropy	_____	_____	
Officer supplies	_____	_____	
Miscellaneous	_____	_____	
TOTAL EXPENSES	\$ _____	\$ _____	

NET (Income - Expenses)	\$ _____	\$ _____	
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Tip: always build in a 10-15% buffer above expenses so surprise costs never derail you.

DUES CALCULATOR

Set dues that are fair and fund everything

Work top to bottom — the math will show you the minimum per-member amount needed each semester.

STEP	DESCRIPTION	YOUR NUMBER
1. National/HQ dues per member	<i>Check your national org's invoice</i>	\$ _____
2. National dues x member count	<i>(Step 1) x (# active members)</i>	\$ _____
3. Chapter operating costs	<i>Officer supplies, insurance, admin</i>	\$ _____
4. Events & socials budget	<i>Estimated cost for all semester events</i>	\$ _____
5. Philanthropy budget	<i>Your chapter's giving goals</i>	\$ _____
6. Total chapter need	<i>Add steps 2 + 3 + 4 + 5</i>	\$ _____
7. Expected fundraising revenue	<i>Realistic estimate from planned events</i>	\$ _____
8. Amount to cover via dues	<i>Step 6 minus Step 7</i>	\$ _____
9. Dues per member (base)	<i>Step 8 divided by member count</i>	\$ _____
10. Add 12% buffer	<i>Multiply Step 9 by 1.12 — this is your dues</i>	\$ _____

WORKED EXAMPLE

50 members | \$180 national dues | \$3,000 ops | \$2,000 events | \$2,500 fundraising

Total need: \$9,000 (national) + \$3,000 + \$2,000 = \$14,000

After fundraising: \$14,000 - \$2,500 = \$11,500

Per member (base): \$11,500 / 50 = \$230

Recommended dues: \$230 x 1.12 = \$258 per semester

EVENT P&L; + FUNDRAISING CHECKLIST

Plan it right, *profit every time*

Use the P&L; before every event to set your ticket price, then fill in actuals after.

EVENT NAME: _____ DATE: _____ VENUE: _____		
LINE ITEM	ESTIMATE (\$)	ACTUAL (\$)
REVENUE		
Ticket / entry sales	_____	_____
Sponsorship	_____	_____
Merchandise / extras	_____	_____
TOTAL REVENUE	\$ _____	\$ _____
EXPENSES		
Venue / rental	_____	_____
Catering / food	_____	_____
Supplies & decor	_____	_____
Marketing / printing	_____	_____
Other expenses	_____	_____
TOTAL EXPENSES	\$ _____	\$ _____
NET PROFIT (Revenue - Expenses)	\$ _____	\$ _____

PRE-EVENT CHECKLIST

4+ WEEKS OUT

- Choose fundraiser type & set goal
- Book venue or confirm platform
- Build this Event P&L; worksheet
- Identify & contact potential sponsors

2 WEEKS OUT

- Launch ticket sales / sign-ups
- Design promotional graphics
- Send chapter-wide announcement
- Confirm all vendor payments

1 WEEK OUT

- Send reminder to chapter
- Confirm headcount with venue
- Set up payment collection method
- Assign day-of roles to officers

AFTER THE EVENT

- Count and deposit all revenue
- Pay all invoices within 7 days
- Fill in Actual column on P&L; above
- Send thank-you note to sponsors