



## **TREASURER FIRST 30 DAYS CHECKLIST**

Congratulations on your new role as treasurer! Thank you for your commitment to Pi Kappa Phi and for ensuring the success of your chapter. There is a lot to do! While this is not an exhaustive list to govern your entire term, it can get you started on the tasks you will need to complete during your first 30 days in office.

### **COMPLETE TRANSITION PAPERWORK**

- ☐ Connect with the secretary so he can update chapter officer information via Chapter Gateway and submit similar paperwork for the IFC and university.
- ☐ Update your officer's information with your [OmegaFi](#) account and chapter services representative.
  - Make sure that Bill Pay and officer purchasing cards are updated as needed.
- ☐ Update user permissions in OmegaFi to allow necessary user access.
- ☐ Change contact information with any service providers or other bills that the chapter may receive (e.g., utilities, internet services, etc.).

### **MEET WITH YOUR CONTACTS**

- ☐ Meet with the outgoing treasurer to transition your responsibilities.
  - Review the chapter's current Strategic Plan and any upcoming projects/events.
  - Analyze account balances, budgets, paperwork and cash flow.
  - Collect records, IRS 990 report, paperwork, etc., from the outgoing treasurer.
  - Discuss successes, challenges and issues you might expect during your term of office.
  - Review upcoming payments and deadlines.
- ☐ Contact your financial advisor and introduce yourself.
  - Set up a time to meet within the next two weeks.
  - Analyze account balances, budgets, paperwork and cash flow.
  - Discuss successes, challenges and issues you might expect during your term of office.
- ☐ Contact your chapter advisor and introduce yourself.
- ☐ Contact the IFC treasurer and introduce yourself.
- ☐ Contact any financial management resources (e.g., Omega Financial, university bursar, account, etc.) to discuss the chapter's relationship.
- ☐ Contact any university organizations with whom you have an account (e.g., all-Greek Programming Board, Greek Council, Multi-Cultural Council, etc.) and introduce yourself.
- ☐ Contact your housing corporation president (if applicable), introduce yourself and set up a time to meet within the next two weeks.
  - Review any outstanding balances between the chapter and housing corporation.

- Make sure the archon and secretary have met this person and are in contact with them as well.
- Contact your [Director of Chapter Services/Chapter Success Manager](#) and the [Senior Director of Finance and Chapter Services](#) to introduce yourself and discuss any outstanding balances for your chapter.
- Attend the officer transition retreat with the incoming executive council to prepare for the year.
  - Report the financial status, present plans for the year and discuss chapter priorities and goals.

## REVIEW THE CHAPTER'S STATUS

- Obtain and review copies of your chapter's current:
  - Membership roster;
  - Budget;
  - IRS 990 records;
  - Constitution and Bylaws;
  - Strategic Plan;
  - Most recent Consultant Visit Report from leadership consultant;
  - Seven Objectives of Chapter Excellence Report; and
  - Events Calendar and the Campus Academic and Activities Calendar.
- Check current account balances for checking, savings and miscellaneous accounts (housing fund, scholarship fund, The Ability Experience fund).
- Check your chapter's account balance with IFC or any other campus board/council (e.g., Programming Board, Greek Council, Multi-Cultural Council, etc.).
- Review any outstanding balances between the chapter and housing corporation/landlord (if applicable).
- Review all current accounts payable (e.g., service providers, invoices, etc.) and receivable (membership dues).

## LEARN THE ROPES

- [A Year in the Life of a Pi Kappa Phi Chapter](#)
- Policies and fees schedule for your chapter's bank account
- *The Gold Book* of Pi Kappa Phi
- Review the Founders' Report
- [Risk Management Resources](#)
- Review position specific resources in the [Resource Library](#)
- Handbook/manual of student organization rules and regulations for your campus
- IFC constitution, bylaws and risk management policy