



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, 2022 to June 30, 2023**. The budget should reflect chapter operating receipts and disbursements. Other special chapter funds are not included.

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 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 2022-2023)** 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, 2022**.
- Forward one chapter-approved copy to the **State Finance Chair** no later than **August 1, 2022**.
- 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.