

TEAM

Together, Everyone Accomplishes More



TEAM Resource Guide

A Publication of
the Sigma Kappa National Housing Corporation

Table of Contents

A	Getting Started
B	Meet our Team
C	Sigma Kappa Policies
D	Maintaining Corporation Status
E	Financial Management Services
F	Chart of Accounts
G	Payables
H	Petty Cash Reconciliation
I	Local Checking Account Reconciliation
J	Expense Reimbursements
K	Receivables
L	Collections
M	Local House corporation Reports
N	Financial Reports
O	Tax Preparation & Other Services
P	Payroll Services
Q	Awards

Getting Started

Welcome to the Sigma Kappa National Housing Corporation **TEAM!** Our motto is simple -

TEAM Together, Everyone Accomplishes More

The Corporation Coordinators and staff of the National Housing Corporation ("NHC") look forward to working with **you** in a cooperative effort to efficiently manage Sigma Kappa property, adhere to local and federal regulations, and aggressively address the housing needs of the collegiate chapter.

The mission of the NHC is to provide assistance in the procurement and management of housing and other necessary space, as well as to provide security for future housing and furnishing monies for Sigma Kappa Sorority chapters in order to maintain the integrity and competitiveness of the Sorority's current and future chapters. The NHC Corporation Coordinators are experienced Sigma Kappa leaders who have knowledge of housing issues including, but not limited to, construction projects, incorporation procedures, decorating resources and current housing and legal issues. The NHC staff is prepared to handle all aspects of corporation finances, including payroll, tax form preparation and filing, accounts payables, accounts receivables and collections.

You are an important part of our **TEAM!** The success of our mission depends on the commitment of each **TEAM** member. The combined efforts of the local house corporation, the collegiate chapter, the chapter house staff, and the NHC are necessary for the success of this partnership. Communication, understanding and respect for the needs of all **TEAM** members will be important factors as we work together.

To help you learn more about the services, resources and policies of the NHC, the **TEAM Resource Guide** has been developed. Please note that it is designed to supplement the sorority resources that should already be available to you (see Section C, **Sigma Kappa Policies**, for a listing of Sigma Kappa publications and printed resources).

As you can see, it takes the combined efforts of **TEAM** members, working together, to assure success. For a description of the support services currently provided for NHC participants, review the rest of the **TEAM Resource Guide**.

If you have any questions, please call the NHC office in Indianapolis at (317) 872-3275 you can leave a voice mail message at any time, and your call will be returned as soon as possible. You can also email individual staff members or NHC@sigmakappanhc.org.

Office hours are from 8 a.m. until 4:30 p.m., weekdays August through May. During June & July the hours are 7:30 a.m. until 5 p.m. Monday to Thursday and 8 a.m. to 12 Noon on Friday.

This handbook and all forms are available on our website.

Preferred Communication Form

Date: _____

In order for the NHC staff to determine how to communicate with you in the most effective manner, we have put together a brief survey for you to complete. Please return this form to the NHC staff via email, mail or fax. Our mailing address is: 8733 Founders Road, Indianapolis, IN 46268. If you would like to fax this form to us, our fax number is (317) 876-7996.

Thank you for your assistance!

Name: _____ Corporation/Property Committee: _____

1. What is the best way to contact you? Please circle one.

a. by regular mail

b. by fax Fax #: _____

c. by phone Phone #: _____

d. by e-mail E-mail address: _____

2. May we reach you during business hours? 8 a.m. – 4:30 p.m. EST

Yes No Phone #: _____

3. The NHC staff prepares a Weekly Update report for distribution to local corporation/property committee volunteers each week. Would you like to receive Weekly Updates via e-mail? (Y or N) If yes, what e-mail address should we use?

Same as listed above Please use the following: _____

4. In case of an urgent situation or emergency, what is the best way to contact you for a quick reply?

Phone #: _____

We really appreciate your assistance in resolving questions that come up, but realize that you might not always be available to respond immediately. We want to work with your schedule, and meet your needs.

Thanks for all you do for Sigma Kappa.

Meet Our TEAM

The **Sigma Kappa National Housing Corporation ("NHC")** is an independent legal entity created by the national organization in 1993 as a response to the growing need for greater financial resources and professional management of sorority chapter property. The development of the NHC, as we know it today, has been many years in the making.

Sigma Kappa has a long history of progressive action in regard to sorority housing. In 1926, the Sigma Kappa Endowment Fund was established to equip and maintain a central office (national headquarters), to pay an inspecting officer, and to make loans for building programs (housing). For many years, the principal amount from this fund grew and it has served Sigma Kappa well, but the Endowment Fund alone is not enough to finance the current funding needs of Sigma Kappa house corporations.

Other factors led to the formation of the NHC as well. The challenge of increased legal and regulatory accountability for not-for-profit corporations and a shrinking volunteer pool led Sigma Kappa to look for solutions to the more pressing and complicated day-to-day management issues faced by local house corporations. Directing the business of a greater than-one million dollar facility which houses collegians and has many employees demands constant attention. The importance of a corporation board that closely monitors the operations and finances of our chapter housing cannot be overstated, yet it has become difficult to recruit and train volunteers with the resources and time to take on these responsibilities.

The basic concept of the NHC, along with providing much needed services to ease the burden on our local corporations, is the pooling of assets to enable participating corporations to have the ability to finance housing projects. This idea is the very core of our TEAM approach. The Sigma Kappa National Housing Corporation holds title to Sorority properties. It manages the assets of the Endowment Fund, which was transferred from the Sorority to the NHC in June of 1994. As more local corporations become participators in the NHC, the strength of our TEAM will continue to grow.

As a participant within the Sigma Kappa National Housing Corporation, your corporation will work closely with a designated Corporation Coordinator. This Corporation Coordinator will serve in an advisory role, working with the local house corporation board to build a mutually productive, long-term relationship. She will visit the corporation property at least once every two years, communicate with board members as needed, approve expenses of the corporation and generally be the liaison between the local corporation board and the NHC Board of Directors. The designated Corporation Coordinator will help with the budgeting process, aid in long term planning and crisis management, and access Sigma Kappa resources as appropriate.

Five Corporation Coordinators are elected to the Sigma Kappa National Housing Corporation Board of Directors, with the National Vice President of Finance of the Sorority as an ex officio, voting member of the Board. The NHC Board of Directors holds an annual meeting each year, and the election of Directors takes place every two years, as directed in the Bylaws of the Sigma Kappa National Housing Corporation.

The **NHC staff** supports the efforts of the Corporation Coordinators and provides financial management services to participating local house corporations. Based at the Sigma Kappa National Headquarters in Indianapolis, Indiana, the NHC Executive Director, Staff Accountants, Accounts Receivable Specialist, Accounts Payable Specialist, Collections Specialist and Administrative Assistant coordinate payroll, accounts receivables and payables, collections and tax filings for participating corporations. They also provide a variety of resources and coordinate many other projects for the NHC. More specific information on NHC financial services is included in tabbed sections of the **TEAM Resource Guide**.

The importance of the **local house corporation** in our TEAM cannot be overstated. While it is the intent of the NHC to lighten the load of responsibilities from the local board for day-to-day management and legal purposes, it is still very important that a local corporation board function effectively. The local board still has management responsibilities, particularly in respect to employee supervision and interaction with the collegiate chapter. For example, legal counsel has advised that the local house corporation must issue the contracts to the collegiate chapter members. Once the contracts are collected, the NHC staff invoices members based on the contracts submitted by the local board. More information on the financial relationship between the NHC, the local house corporation and the collegiate chapter is included in Section E, **Financial Management Services**.

The **House Director** is a key component in the chapter house management team as well. While she is the hostess of the home and the supervisor of the chapter house staff, she has a unique perspective of the on-site property management. Working under the direction of the local house corporation board, the House Director maintains contact with the NHC staff regarding payables and payroll matters. See Section G, **Payables**, and Section P, **Payroll Services**, for more information.

The collegiate chapter **House Manager** is responsible for a variety of projects, ranging from conducting fire drills to educating chapter members about the function of the NHC and encouraging them to work cooperatively with the local corporation board members and the Directors of the NHC.

The collegiate chapter **President** and **Treasurer** are responsible for implementing the Automatic Financial Suspension policies of Sigma Kappa as necessary. Review Section L, **Collections**, for more information.

In order for everyone to work as a TEAM, communication between all parties is important. On page B3 you will find the **Preferred Communication Form**. This form will enable the NHC staff to communicate with your corporation/property committee in your preferred format. Please make copies and distribute this form to your corporation board or property committee personnel (especially the Corporation Board President and Treasurer or the Property Committee Chairman and Treasurer). This is especially important if your corporation/property committee has just become a participator, or if new members have joined our TEAM.

Sigma Kappa Policies

There are two Sigma Kappa publications that serve as the primary resources for all aspects of Sigma Kappa membership; the **Constitution and Bylaws of Sigma Kappa Sorority**, the governing document of the organization, which can only be amended by action of the Grand Chapter of Sigma Kappa at national convention, and the **National Policy Handbook**, which is revised at the direction of the National Council of Sigma Kappa. Current editions of both publications are available through the Sigma Kappa National Headquarters. It is strongly recommended that local house corporation and collegiate chapter officers have access to complete copies of these publications which are available on line at the Sigma Kappa website.

For our purposes, the following excerpts from the **National Policy Handbook** and the **Constitution and Bylaws of Sigma Kappa Sorority** pertain specifically to housing issues. They are grouped according to subject, with the source citation listed for your reference.

INITIATION

A. Initiation

7. Only initiated Sigma Kappas are permitted to remain in the house during Initiation. No other persons are allowed, except by special permission of the advisory board.

National Policy Handbook, Section III,
Initiation, A.7.

C. Initiation, Alumni Initiation Policy

5. In order to avoid conflicts between generations, collegiate chapters are asked to refrain from inviting to membership their house director until such time as the house director retires.

National Policy Handbook, Section III C
Initiation, Alumni Initiation Policy Procedure

MEMBERSHIP STATUS

D. Transfer of Membership Procedure

1. In order to affiliate with another chapter, a member wishing to transfer shall have paid all financial obligations, including full payment of the housing/furnishing fee, to the chapter and/or corporation board of her Initiation.
2. When a member wishes to affiliate with a different chapter, that chapter's president shall complete the "Member Transfer Recommendation" and send it to the advisory board chairman and the collegiate province officer for approval.
3. The member may be admitted to membership in the different chapter by a majority vote of the chapter when she has completed one month's residency with the chapter and the "Member Transfer Recommendation" form has been approved by the advisory board and the collegiate province officer.
4. Members from dormant chapters shall meet the requirements of number 1 and should petition the national vice president for collegiate chapters.

National Policy Handbook, Section IV
Membership Status, D Procedure.

TERMINATION / SUSPENSION OF MEMBERSHIP

A. **Automatic financial suspension**

Applies only in case of failure to pay bills. Any member 30 days in arrears to the chapter or the corporation board shall be automatically suspended.

Procedure

1. The vice president of finance and her advisor notify the member that she is on automatic financial suspension and set a time limit for the debt to be cleared. The advisory board chairman shall hold her badge and membership certificate. Copies of this notification shall be sent to the advisory board chairman, the financial advisor, the collegiate province officer and national headquarters. If the member does not clear the financial indebtedness by the set date, expulsion procedures shall be initiated per NPHV.D., and the debt shall be referred to a collection agency.
2. During such suspension:
 - a. The member's parents are asked to sign an interest-bearing note for the amount involved. This should be handled by the financial advisor.
 - b. The member is responsible for all bills and fees, both local and national, incurred during the time of suspension.
 - c. The member shall attend meetings, recruitment events, new member ceremonies, and initiations but has no vote or social privileges and cannot hold office.
3. Any member who leaves school or graduates while indebted to the chapter should be placed on AFS by the above procedures.
4. **Reinstatement** of the member and return of her badge and membership certificate are automatic upon payment of all outstanding bills. The member must furnish the national headquarters with documentation by the chapter, which is endorsed by the advisor and collegiate province officer that all indebtedness has been rectified.

National Policy Handbook, Section V,
Termination\Suspension of Membership, A.

- ## C. **Expulsion** for all reasons, except financial, is the complete, final and permanent severance of relations, participation, and mutual obligations between Sigma Kappa and one of its members. There is no reinstatement.

National Policy Handbook, Section V,
Termination\Suspension of Membership, C.

- ## D. **Financial expulsion** occurs when a member on AFS fails to pay her indebtedness by the date set in the notification of automatic financial suspension.

National Policy Handbook, Section V,
Termination\Suspension of Membership, D.

E. **Voluntary withdrawal of membership**

The severance of relations, participation, and mutual obligations between Sigma Kappa and one of its members at the voluntary request of the member.

Procedure

1. The member shall be in good standing with the chapter including all local and national financial obligations. Pending approval by the chapter, the advisory board, and the collegiate province officer, the member will not be responsible for any local financial obligations accruing after the request for withdrawal, the badge and membership certificate have been received by the chapter.
2. The member shall request withdrawal through a written letter to the chapter, dated and signed, accompanied by her badge and membership certificate.
3. A **two-thirds** affirmative vote of the chapter is necessary followed by a Petition for Special Dispensation approved by the advisory board and the collegiate province officer. The original letter of request from the member wishing to withdraw shall accompany the petition to the national headquarters.
4. Upon receipt of acknowledgment from the collegiate province officer that the withdrawal has been approved, the chapter shall send the badge and membership certificate to national headquarters. Such severance is recorded in the official documents of the chapter and the date (minutes, member's card in vice president of alumnae relations' file and beside the constitution book signature of the member) and on the next Personnel Report.

National Policy Handbook, Section V,
Termination\Suspension of Membership, E.

RISK MANAGEMENT FOR COLLEGIATE CHAPTERS

A. **Housing Safety Policy**

1. There shall be no conduct which is in violation of state law, college/university regulations or Sigma Kappa national policy on Sorority property at any time.
2. All new members, collegiate members and alumnae shall observe all house, lodge, suite, apartment or Sorority room rules.
3. All facilities shall be in compliance with all applicable laws, ordinances and regulations.
4. There shall be no possession or use of illegal drugs, alcohol or firearms on Sorority property at any time. Pets of any kind shall not be permitted on chapter property.
5. Chapter participation in, or sponsorship of, any activities related to child care is not approved. In addition, individual members are encouraged not to engage in activities related to child care on Sorority property.
6. The chapter property to include a house, lodge, suite, apartment or room shall be locked at all times. Propping doors open is strictly prohibited.
7. All chapters with housing shall schedule a disaster/fire drill at the beginning of each term to include practice of the posted evacuation plan.

8. The use of candles, incense, halogen lamps/lights, or oil burning items, including lamps, on sorority property is prohibited. This includes common areas, individual member rooms and outdoors. Candles are also prohibited during recruitment and ritual events that are held on sorority property. Electric or battery candles are recommended.
9. There shall be no access to or occupation of fire escapes or roofs except for their designated purposes.
10. The Sorority property is not open to the public. Non-members are allowed by invitation only and when accompanied by a member or new member.
11. Non-members shall be restricted to the public areas of chapter housing.
12. Any member or new member who engages in disruptive, illegal or otherwise unacceptable behavior may be asked by the executive council, the advisory board and/or the corporation board to move out of the Sorority property within seven days and will forfeit her room and board for the duration of the contract.

Procedure

- a. All facilities must follow appropriate fire and emergency procedures, must be periodically inspected, and must have a written evacuation and emergency plan.
- b. Hours of visitation in the public areas are to be set by the chapter with the approval of the advisory board and in consultation with the corporation board. Visitation in the private areas of sorority property may be petitioned to the advisory board and collegiate province officer and in consultation with the corporation board. A petition to include the rationale for the request, proposed hours of visitation, detailed hours of visitation for all other NPC groups on campus, and plans for enforcement of the requested visitation hours shall be sent each year to the collegiate province officer after obtaining the signature of the advisory board chairman. If no petition is received, there shall be no visitation allowed in the private areas of the chapter house.

National Policy Handbook, Section VII,
Risk Management for Collegiate Chapters, A.

F. Standards Council Policy

4. Code of Conduct

- a. Every chapter shall establish a code of conduct to be reviewed by the standard council and approved by a chapter vote on an annual basis. All amendments/changes to the code of conduct must be approved by a chapter vote. All members must sign form indicating that they have read the chapter Code of Conduct and *National Policy Handbook VII, Risk Management for Collegiate Chapters*.
- b. Chapters may strengthen national policy in their Code of Conduct but never weaken it.

National Policy Handbook, Section VII,
Risk Management for Collegiate Chapters, F.4.

COLLEGIATE CHAPTERS

- K. Corporation Board, Property Committee, and Decorating Committee
1. All chapters must have and maintain an operating corporation board, property committee or decorating committee.
 2. When a chapter is required to have a corporation board, property or decorating committee, the initial personnel shall be selected and organized by the corporation coordinator assigned to the chapter.

Procedure

Chapters without housing may seek approval for not having a corporation board, property committee, or decorating committee from the appropriate corporation coordinator. Such approval is subject to an annual review by the corporation coordinator and may be revoked at any time.

National Policy Handbook, Section IX,
Collegiate Chapters, K.

- M. Housing and Furnishing Fees
1. All chapters must establish this fee to be used for building/decorating/furnishing. The established fee must comply with national minimum requirements.
 2. Expenditures for all projects in living areas, dining rooms, dormitory areas, or for the purchase of equipment of any kind or for construction shall be submitted to the corporation coordinator or corporation liaison.

Procedure

Minimum national housing/furnishing fees are as follows:

- | | |
|-------------------------------------------------------------|-------|
| a. No housing or single chapter room: | \$75 |
| b. Suite without living arrangements: | \$150 |
| c. Suite with living arrangements: | \$200 |
| d. Lodge (independent building without living arrangements) | \$200 |
| e. Chapter house: | \$250 |

Total fees due must be paid within one year of a woman's initiation date.

National Policy Handbook, Section IX,
Collegiate Chapters, M.

P. National Insurance

All collegiate chapters shall participate in the national insurance program.

National Policy Handbook, Section IX,
Collegiate Chapters, P.

- N. At the end of each school year enough funds for chapter needs in the fall should be retained. The balance of funds remaining are to be turned over to the corporation board or placed in the housing and furnishing fees fund when there is no corporation board.

National Policy Handbook, Section IX,
Collegiate Chapters, N.

- O. Any collegiate member, new member, or alumna wishing to borrow any house, lodge or chapter room furnishings or equipment shall submit a written request to the corporation board (or advisory board if there is no corporation board) before anything may be loaned and receive written permission with any terms specified.

National Policy Handbook, Section IX,
Collegiate Chapters, O.

- A. The national council feels that all chapters should respect the fact that each has its own financial objectives and problems. Therefore, **no** college chapter should solicit monetary aid from another collegiate chapter.

National Policy Handbook, Section IX,
Collegiate Chapters, A.

- B. Sorority membership directories or general solicitation of member via any means, including the Internet, are not to be used for chapter/individual/university/college financial gain or to promote any chapter/individual/university/college program or activity that has not been approved by the national council. This does not apply to a college chapter/corporation board/property committee solicitation of the chapter's alumnae.

National Policy Handbook, Section IX,
Collegiate Chapters, B.

HOUSING AND CORPORATION BOARD POLICIES

A. Live-In Policy

All collegiate members and new members, unless college rules prevent, shall live in the sorority house when the chapter or corporation owns or rents a house, suite, or residence hall floor and there is space available.

Procedure (live out)

3. A collegiate member or new member wishing to live out of the house when the house is not fully occupied may do so under the following conditions:
 - a. She must submit a written petition to and receive approval from the *chapter*, advisory board and the collegiate province officer.
 - b. She must pay the amount equivalent to the room rent each term to the house corporation in addition to adjusted local chapter obligations. This amount is to be credited against the rent due to the house corporation from the chapter.

4. A member or new member not following this policy must withdraw or be expelled from the Sorority. Her badge and membership certificate must be returned to national headquarters by the chapter, or the new member pin returned to the chapter.
5. Chapters not following this policy (XII.A.) are responsible for any resulting room rent for each term to the house corporation.

National Policy Handbook, Section XII,
Housing and Corporation Board Policies, A.

- B. Housing Policy for Withdrawn, Suspended, Expelled, and Depledged Members
Members who have withdrawn, been expelled, or placed on suspension under NPH V., and new members who have terminated their membership may not occupy chapter quarters. A member or new member assuming a status listed above shall move off chapter property within seven days (*or within the timeframe dictated by state or local laws*) and forfeit her board and room payment for the duration of her contract. ~~unless this space can be assumed by another member or new member of the chapter.~~

National Policy Handbook, Section XII,
Housing and Corporation Board Policies, B.

C. House Directors

1. All collegiate chapters with live-in housing shall have a house director.
2. Collegiate chapter members are permitted and encouraged to express opinions and present recommendations to the corporation board/property committee with respect to the renewal of contracts and the hiring of a house director.
3. Corporation boards may not hire male live-in employees except as required by law.

Procedure

Exemptions from the house director requirement may be petitioned to the collegiate province officer and collegiate district director with approval of the advisory board and corporation board. Approved petitions will remain in effect until any housing circumstances change for the chapter.

National Policy Handbook, Section XII,
Housing and Corporation Board Policies, C

- D. Housing Policy for Members not in good standing
Any collegiate member, new member, alumna or guest who does not remain in good standing with the Sorority or the college/university may be asked to leave Sorority property. The advisory board and/or the corporation board reserves the right to refuse house occupancy to any applicant who has violated the Sorority standards, house, or university rules.

National Policy Handbook, Section XII,
Housing and Corporation Board Policies, D.

F. Chapter House Insignia

Any exterior insignia for a chapter house, lodge, suite or room shall be approved by the appropriate corporation coordinator or corporation liaison.

National Policy Handbook, Section XII,
Housing and Corporation Board Policies, F,
Procedure 1.

E. Corporation Board, Property Committee, and Decorating Committees Policies

1. Personnel

a. All corporation board, property committee, and decorating committee members shall have paid their lifetime membership fee and shall be dues paying members of a local Sigma Kappa alumnae chapter. If there is no local alumnae chapter, dues shall be paid to any alumnae chapter. While attendance at meetings is desirable, an alumnae chapter should not expect maximum participation from corporation board members because they are giving service to Sigma Kappa through the collegiate chapter.

b. To be eligible for corporation board membership, it is recommended that an alumna shall have been out of college at least two years. Any exception to this policy shall have the approval of the corporation coordinator/liaison before the member is asked.

c. Two members of the collegiate chapter shall automatically be voting members of the corporation board. These may be any combination of the following: chapter president, vice president of finance, house manager. If the chapter president is not one of the two officers chosen, she attends the meetings as an ex officio member of the board.

d. No alumna shall serve on the corporation board, property committee, or decorating committee during the time her relative/step-relative (sister, daughter, granddaughter, niece) is a collegiate member or new member of that chapter.

e. Mother-daughter or sister-sister combinations cannot serve on the corporation board, property committee or decorating committee at the same time.

f. Corporation board and property committee members may not serve on the advisory board of the chapter in which she is a corporation board or property committee member. No alumna shall serve on both boards at the same time.

g. All corporations and property committees shall participate in the national insurance program.

National Policy Handbook, Section XII,
Housing and Corporation Board Policies, E.1.

2. Management

- a. All plans and proposals for new construction, additions, or remodeling shall have the approval of the appropriate corporation coordinator or corporation liaison.
- b. All contracts for sale, conditional sales contracts, or other forms of conveyance shall be approved by the appropriate corporation coordinator or corporation liaison.
- c. All projects involving more than \$2,400 expenditure in living areas, dining rooms, or dormitory areas, or for the purchase of equipment of any kind or for construction shall be submitted to the appropriate corporation coordinator or corporation liaison for approval before any contracts are let or purchases are made.
- d. (IRS tax return) 990 (and 990T where applicable) shall be submitted to national headquarters by the 15th of the fifth month following the end of the fiscal year.
- e. The Articles of Incorporation and all amendments thereto for the corporation shall be filed with national headquarters.
- f. If the corporation is dissolved, all of its property remaining after payments and discharge of its obligations shall be transferred and conveyed to Sigma Kappa Sorority, a Maine corporation, pursuant to Article II, Section 3a. of the Bylaws of Sigma Kappa Sorority. The national council may transfer that property to the National Housing Corporation to hold in trust should the chapter be re-established within ten (10) years pursuant to Article II, Section 3b.
- g. When a local corporation does not maintain standing within their state; becomes insolvent; commits acts that cause substantial deterioration to property; fails to file appropriate tax returns (990, 1099, W-2, payroll deposits, etc.); or fails to hold annual meetings, and conduct election of officers properly, the corporation will be required to transition to the National Housing Corporation and will lose its right to utilize the Sorority trademarks and national insurance program. See Housing and Corporation Board Policies XII.F.

National Policy Handbook, Section XII,
Housing and Corporation Board Policies, E.2.

3. Fire/Life Safety
- Entities providing housing and/or meeting space for Sigma Kappa collegiate chapters shall:
- a. Meet or exceed all Federal, State, Local and University policies regarding fire/life safety.
 - b. Hold one fire safety meeting per semester with all residents to identify problem areas, maps to proper use of locks, kitchen safety rules, location of emergency numbers, etc.
 - c. All facilities should be equipped with an adequate security system with a monitoring service encouraged.
 - d. Post escape route maps in a visible location in all common areas indicating fire extinguishers, doors, windows, etc.
 - e. Provide written safety policies with each housing contract with signature required upon receipt. Name, address and phone number of corporation board president, house director and corporation coordinator or corporation liaison should be included.
 - f. Know and adhere to Sigma Kappa's emergency procedure for communication.
 - g. Maintain a current registry of residents and their room assignments, cell phone numbers, emergency contact names and phone numbers.
 - h. Schedule and maintain at least annually electrical and mechanical maintenance, cleaning, and inspections including all kitchen appliances, grease hood, and all electrical outlets. Chimneys should be inspected and cleaned annually. Extension cords should be avoided.
 - i. Remove all unnecessary storage items from the building, i.e. old mattresses, furniture, clothing, paper products. Recycle bins for paper and combustible items must be removed from areas where heat-producing objects exist.
 - j. Flammable items must be stored properly in original containers and in an appropriate location outside the building.
 - k. All indoor premises should be designated as nonsmoking. Fire resistant smoke containers must be located in all areas designated as smoking areas.
 - l. Maintain and report to national organization updated inventory - pictures of additions should be included.
 - m. Maintain sufficient exterior lighting around property parameter.

n. Consider adding sprinkler systems to the five or ten year plans as they are developed. Also consider other important safety items to be added to the property such as hard wiring monitoring systems and auto battery powered emergency exit lights.

National Policy Handbook, Section XII,
Housing and Corporation Board Policies, E.3.

F. National Housing Corporation

1. Any corporation is eligible to be a participant of the National Housing Corporation.
2. All collegiate chapters that are not incorporated must place their housing/furnishing fees with the National Housing Corporation.
3. All new local corporations after July 1, 1994 must become a participator in the National Housing Corporation.
4. Any local corporation requesting a loan or guarantee must be a participator in the National Housing Corporation.
5. Any local corporation with an existing loan that becomes 90 days delinquent in their loan payments to the National Housing Corporation must become a participator in the National Housing Corporation.

Procedure

1. Chapter House Insignia Procedure
Any exterior insignia for a chapter house, lodge, suite, or room shall be approved by the appropriate corporation coordinator or corporation liaison.

National Policy Handbook, Section XII,
Housing and Corporation Board Policies, F.

ALUMNAE CHAPTERS AND CLUBS

E. National Insurance

1. All alumnae chapters and clubs **shall** participate in the national insurance program. The expense of such insurance shall be prorated over all chapters.
2. Chapter officers shall not sign releases or waivers.

National Policy Handbook, Section XIII,

CONVENTION

D. Corporation Boards/Property Committees

1. Each corporation board/property committee is entitled to have at least one representative to every national convention as a voting delegate.
2. Requirements to receive a corporation board/property committee allowance for convention will be established by national council.
3. All corporation board/property committee delegates shall be in good financial standing, both locally and nationally, which includes the payment of life membership, at the time of registration for convention.
4. Corporation board/property committee delegates shall be dues paying members of a Sigma Kappa alumnae chapter in order to receive a convention allowance.

National Policy Handbook, Section XVII,
Convention Policy, D.

E. Collegiate Chapters

Collegiate chapters shall clear all outstanding business in order to be eligible to receive a convention allowance and to be eligible to vote during convention. Outstanding business is defined in NPH IX.L.

National Policy Handbook, Section XVII,
Convention Policy, E.3.

SELECTED NPC UNANIMOUS AGREEMENTS AND GENERAL GOVERNING POLICES

- A. RESOLVED: Each college Panhellenic shall prohibit the use of alcoholic beverages in recruitment and Bid Day activities. Each college Panhellenic shall prohibit the participation of men in recruitment functions and Bid Day activities.**

National Policy Handbook, Section XVIII,
Selected NPC Unanimous Agreements and General
Governing Policies, D - NPC Biennial Meeting,
October 1997.

Constitutional/Bylaws References

Section 3. Disposition of College Chapter Assets and Liabilities:

- a. In the event the charter of a college chapter is relinquished or is withdrawn by the national Sorority, or in the event the school authorities should require sororities to be disbanded on any campus, the ownership and title of all net assets and property of the chapter concerned and house corporation, if any, of whatever nature after provision for any liabilities associated therewith, shall be vested in and become the property of Sigma Kappa Sorority, a Maine corporation.
- b. In the event that such college chapter (and house corporation, if any) is re-established on said campus within ten years from the date of such relinquishment, withdrawal or disbanding, the sorority will provide an amount equal to the value of such assets and property at the time of such relinquishment, withdrawal or disbanding, to such chapter (and house corporation) to assist them in such re-establishment process; this time period may be extended in the sole discretion of the National Council of the Sorority.

Bylaws of Sigma Kappa Sorority, Article II – Finance

Sigma Kappa Publications and Resources

Handbook for the Corporation Board, March 2005

Handbook for the Property Committee, April 1999

Reference Guide for the House Director-June 2001

Handbook for the House Manager, New Edition 2003

Handbook for the Chapter President (Corporation Board Responsibilities) 2002

Sigma Kappa National Housing Corporation Participator Supplies for the Year- updated annually

House Management: A Guide for Greek Chapter Houses, by Phyllis W. Parrish and Stephen R. Parrish, Omega Resources, Inc., New York, NY.

Please contact the NHC office for supply order forms.

Maintaining Corporation Status

The National Housing Corporation encourages each local house corporation to be familiar with state requirements for maintaining active status. The policy varies from state to state usually the Secretary of State's office has this information. Please note some of the basic requirements for maintaining active status:

- Annual meeting – Corporation must hold annual meeting. All members should be notified by mail.
 - ** For mailing labels:
 - The chapter Vice President for Alumnae Relations receives a CD every fall of all chapter alumnae. The Corporation board may use this method at no cost to build their label file.
 - A request for mailing labels may be made through the www.sigmakappa.org or through Sigma Kappa Alumnae Services. The cost is \$75 plus \$1/page of Labels.
- Meeting minutes should be submitted to Corporation Coordinator and a copy should be sent to the NHC.
- Annual or Semi annual report filing; please verify requirements with state.

NHC will file the annual or semi annual report including registration payment and charge any cost to the local corporation. Each local housing corporation must have a Registered Agent that is, a resident of the state. This is the person to whom any legal notifications are mailed. If a member of the local corporation board is not available to serve in this capacity, the NHC has the option of hiring a firm to provide this service. The cost will be charged to the local corporation.

Financial Management Services

Each member of our TEAM has a distinct role. The National Housing Corporation staff provides professional services to participating corporations. By managing accounts payable and receivable, financial reporting, payroll administration, tax form preparation and collections, the staff performs financial transactions on behalf of the local house corporation. When the local house corporation signs the NHC participation agreement, the assets of the corporation are transferred to the NHC. The NHC in turn leases the property to the local corporation. All monies coming in to the local corporation are managed by the NHC, so that income is posted and expenses are paid by the NHC staff, but on behalf of the local house corporation. As mentioned previously, it is important to maintain the local house corporation's role.

Preparation of the room/board contracts will be a cooperative effort of the Corporation Coordinator and the local house corporation. The members of the local board distribute and collect room/board contracts. These contracts are housing agreements between the local corporation and the individual members. After the contracts are signed by all the parties involved and collected by the local corporation board, a copy of each contract is provided to the member and to the NHC staff. The individual members are then invoiced for the room and board expenses by the NHC staff.

The chapter members pay the room and board fees, parlor fees, meal plans, room/key deposits, and housing/furnishing fees making the checks payable to the local corporation. The Corporation Board has two options for collecting money from the members. The Corporation Board can elect to have the member remit payments directly to the NHC or the member can remit payments to a local person designated by the Corporation Board/Property Committee. The NHC will then be responsible for paying the corporation's expenses from the operating funds received. The corporation will earn interest on monies held in its Housing/Furnishing and Room and Key Deposit accounts. Direction for moving money from account to account must come from the local corporation board.

Collection for non-payment will be handled in accordance with the Sigma Kappa Sorority Automatic Financial Suspension policy. Members in arrears to the local corporation will be placed on Automatic Financial Suspension (AFS) by the collegiate chapter, and debts that are not paid in compliance with the AFS procedure will be referred to a collection agency. For a more detailed explanation of the collection process, see Section L, **Collections**.

As you can see, it takes the combined efforts of TEAM members, working together, to assure success

Chart of Accounts

A customized chart of accounts for the participating local house corporation is included in this section. The NHC computerized accounting program, American Fundware, is configured to create a "fund" for each participating corporation. The chart of accounts was designed to parallel the format of financial reports distributed annually to local corporation board officers via "corporation supplies". Created in accordance with generally accepted accounting principles for not for profit organizations, the chart is customized by the NHC staff to meet the needs of the local corporation.

The Account number is made up of five sections

Corp#	Summarizing	Codes	Acct#	Acct Detail
Fund	Division	Sub Division	Object	Sub Object
XXX	Xx	Xx	Xxxxx	xxx

Fund is your unique corporation identifier.

04 5 Kappa Xi

Division & Sub Division provides categories for summarizing sections of your balance sheet and income statement

00 00 Balance Sheet Accounts – Assets, Liabilities, & Fund Balances

10 xx Income Accounts

16 Interest Income

18 Facility Management Income (room/board, Parlor, washer,etc)

20 xx Expense Accounts

14 Business & Professional

16 Board expense

18 Tax

20 Staff

22 Property Management

24 Other

26 NHC Participant Management Expense

28 Convention

Object is the detailed account number

1 xxxx Asset Accounts

2 xxxx Liability Accounts

3 xxxx Fund Balance Accounts

 4xxxx Income

5 xxxx Expense

Sub Object provides the opportunity to track more detail on any object account. It is only used for the Cash Held/Owed account for the corporations.

Xx 1

Understanding Your Chart of Accounts

Each participating local house corporation has been established as a separate "fund" in the National Housing Corporation's computerized accounting software; each fund has a separate chart of accounts, created in accordance with generally accepted accounting principles, that lists the account number and a brief title. For your information, the following explanation of key account numbers and the chart structure is provided. Please use this reference when coding expenses and reviewing financial reports.

Each fund is distinguished by a three digit fund number, printed in the upper left corner of the first page of the chart. These first three numbers are the identifiers for your individual corporation. It is important to always use the identifier number for your local house corporation when coding expenses, as the other digits are used throughout the chart of accounts. For example, the Cash - Checking account number is always XXX 00-00 10300.000, with XXX X being the fund identifier number.

The first block of active accounts lists the **Current Asset** accounts, most of which should be self-explanatory. The Cash - Held By/ (Owed To) account, XXX 00-00 10350, is created by the computerized accounting program and automatically tracks various functions. It is used by the computer system to allow interaction between the funds, as necessary. To determine the amount of cash available to be used for operations, add the Cash - Held By/ (Owed To) balance and the Cash - Checking balance. (The Cash - Checking balance is likely in parentheses so it will need to be subtracted from the other balance.) An example:

Cash	– Checking	\$(50,000)
	Cash – Held by/ (Owed to) NHC	<u>125,000</u>
	Available Cash for Operations	<u>\$75,000</u>

Please note that Petty Cash, XXX 00-00 10400 and Local Checking, XXX 00-00 10325 are asset accounts;. Please do not code expenses to either account, NHC Staff will record the activity when you submit your Request for Reimbursement for these accounts.

Keep in mind that the Room /Key Deposits are held in reserve and should not be considered available cash.

Liabilities will vary with each fund, but there are accounts for first and second mortgages, as well as NHC loans and other loans. Many of the payable accounts are used to accrue payroll taxes until they are deposited and for adjustments at the end of the fiscal year. Account number are (XXX 00-00 2XXXX.XXX).

Most of the **General Revenue** accounts are self-explanatory. Parlor fees are paid to the local house corporation by women who are not living in the chapter property. All Sigma Kappa chapters are required to collect Housing/Furnishing Fees from their members. Room /board payments are outlined in the contracts distributed by the local house corporation. Payment in advance, a term at a time, is preferable. Payments for meals for guests and/or women who do not live on the chapter property must be made through these accounts. Please note that when you bill the chapter for food purchased for chapter functions, reimbursements will be credited to XXX 10-18 43200 which reduces your food expense.

At the end of the school year, the collegiate chapter should retain a realistic amount of cash for their starting balance for the fall, and transfer the surplus funds to the local house corporation. Receipts for chapter surplus are shown in local corporation's revenue account XXX 10-18 44000.

If you have any questions regarding the revenue accounts listed on the chart, please call the NHC office or your assigned NHC Corporation Coordinator.

The **Expense** accounts are grouped by purpose. Notice that all expense items have 20 as the division number, XXX 20-XX 5XXXX.

The first group of expenses, starting with Legal Fees and continuing through Other Taxes and Filing Fees, are all considered to be **business/professional fees XXX 20-14 5XXXX**, or "the cost of doing business". Note that expenses incurred by local corporation officers, in the course of completing their responsibilities (postage, long distance bills, mileage reimbursements) are charged to the **Board expense XXX 20-16 5XXXX** account in this section.

Staff expenses, including salary and payroll taxes, comprise the next group. Note the division and department codes - employee expenses are XXX 20- 20 XXXXX. The Employment and Training account is to be used for expenses related to recruiting, hiring and training staff members.

The cost of operating the property including mortgage payments, rent and loan payments, utilities, food, equipment will be charged to the next group of accounts, **property management/administrative expenses XXX 20-22 XXXXX**.

All of the expenses listed to this point will be approved and coded by the local house corporation officer or Corporation Coordinator assigned to work with the participating corporation.

As addressed previously, the Corporation Coordinator will also review and approve invoices greater than \$2,400 for Equipment & Furnishings, Equipment Repairs, Maintenance & Service Agreements (on equipment and furnishings) and Property Repairs/Maintenance. The Corporation Coordinator approves these expenses because she has a role in the decision making process; therefore she should not be surprised by any major invoices she receives over \$2,400.00.

Sigma Kappa National Housing Corporation
Chart of Accounts- Descriptions
Participators

Account No.				Account Title	Description
Fund #	Division	Sub Div	Sub Object	Obj.	
XXX	00 - 00	00000	.000	FUND Name	Description only
XXX	00 - 00	10000	.000	ASSETS	Description only
XXX	00 - 00	10300	.000	Cash - Checking	Zero balance checking account held by NHC
XXX	00 - 00	10325	.000	Cash - Local Corp. Checking	Money held locally in a checking account for emergencies
XXX	00 - 00	10350	.001	Cash Held by/(Owed to) NHC	Balance account showing total cash fund corporation owns
XXX	00 - 00	10400	.000	Petty Cash	A small amount of cash held locally for Incidental expenses
XXX	00 - 00	10500	.000	Cash - Savings	Only used when corporation comes on board to record previous account
XXX	00 - 00	10510	.000	Housing/Furnishing Fees	A type of savings account for the H/F fee
XXX	00 - 00	10520	.000	Room/Key Deposits	A savings account to hold R/K deposits offsets R/K liability
XXX	00 - 00	10530	.000	Other Savings	Only used when corporation comes on board
XXX	00 - 00	10600	.000	Cash - Set Aside	Most corporations do not use this account
XXX	00 - 00	10700	.000	Cash - Money Market	Only used when corporation comes on board
XXX	00 - 00	10750	.000	Reserve Savings	savings for long term projects
XXX	00 - 00	10800	.000	Vendor Deposits	Prepaid rents, security deposits, etc..
XXX	00 - 00	10810	.000	Prepaid Liability Insurance	Liability insurance permits for period that crosses fiscal year
XXX	00 - 00	10820	.000	Prepaid Property Taxes	property tax permits for period that crosses fiscal year
XXX	00 - 00	10830	.000	Prepaid Property Insurance	property tax permits for period that crosses fiscal year
XXX	00 - 00	10840	.000	Prepaid Other	Account used for overpay or unknown revenue
XXX	00 - 00	10900	.000	Parents Club Account	Savings account for by chapter Parents club offsets liable parents club
XXX	00 - 00	10925	.000	Parents Club Account	Offset for Parents club savings account
XXX	00 - 00	11550	.000	A/R NHC	
XXX	00 - 00	11900	.000	Accounts Receivable	Money owed to corporation turned over to collections etc
XXX	00 - 00	11910	.000	Allowance for Doubtful accts	Reserve established to offset debt for accounts deemed uncollectible
XXX	00 - 00	12000	.000	PROPERTY, PLANT AND EQUIPMENT	Description only
XXX	00 - 00	12300	.000	Building	Reflects purchase and additions to building
XXX	00 - 00	12305	.000	Land	Reflects purchase and additions to land
XXX	00 - 00	12400	.000	Furnishings and Equipment	Reflect purchase of equipment and furniture with useful life greater than 1 year and lost over usage and over \$500 at purchase
XXX	00 - 00	12500	.000	Less Accumulated Depreciation	Reflects depletion of building, furniture, and equipment useful life
XXX	00 - 00	12600	.000	Leasehold Improvements	Improvements made to a property being leased over 1 year
XXX	00 - 00	20000	.000	LIABILITIES	Description only
XXX	00 - 00	20100	.000	CURRENT LIABILITIES	Description only
XXX	00 - 00	20300	.000	A/P Accrued	Used at fiscal year end to reflect purchases not yet paid
XXX	00 - 00	20350	.000	Unearned Program Fees	Duplicate payments of r/k, rb, pf, hf
XXX	00 - 00	20450	.000	First Mortgage Payable	Amount owed on a 1st mortgage to a bank, etc

Sigma Kappa National Housing Corporation
Chart of Accounts- Descriptions
Participators

Account No.				Account Title	Description
Fund #	Division	Sub Div	Sub Object Obj.		
XXX	00 - 00	20500	.000	Second Mortgage Payable	Amount owed on a 2nd mortgage to a bank, etc
XXX	00 - 00	20501	.000	Accrued Interest Payable - 2nd	Interest accrued at fiscal year on 2nd mortgage not yet paid
XXX	00 - 00	20550	.000	NHC Loans	Loans owed to the NHC
XXX	00 - 00	20551	.000	Accrued Interest Payable - NHC	Interest accrued at fiscal year on NHC loans
XXX	00 - 00	20600	.000	Other Loans	Loans made by Individuals or other Sigma Kappa entities
XXX	00 - 00	20650	.000	Room/Key Deposits	R/K deposit being held by corporations from members
XXX	00 - 00	20700	.000	Payroll Taxes Payable	money owed to government for P/R taxes not yet paid
XXX	00 - 00	20750	.000	Unemployment Taxes Payable	Money owed to government for unemployment not yet paid
XXX	00 - 00	20775	.000	Payroll Payable	Money owed to employees not yet paid
XXX	00 - 00	20800	.000	Property Taxes Payable	Money owed to government for taxes on property not yet paid
XXX	00 - 00	20925	.000	Parents Club Account	Money held for a chapters parents club
XXX	00 - 00	30000	.000	FUND BALANCES	Description only
XXX	00 - 00	31000	.000	Net Assets - House Corp.Name	Shows total assets held by a corporation
XXX	00 - 00	38500	.000	Net Profit (Loss) for Period	Money earned or lost by corporation for fiscal year (only used at year end)

**Sigma Kappa National Housing Corporation
Chart of Accounts- Descriptions
Participators**

Account No.				Account Title	Description
Fund #	Division	Sub Div	Sub Object Obj.		
XXX	10 - 00	40000	.000	GENERAL REVENUE	Description only
XXX	10 - 16	00000	.000	INTEREST INCOME	Description only
XXX	10 - 16	41300	.000	Interest - Checking	Shows interest earned on checking accounts
XXX	10 - 16	41425	.000	Interest - Major Loans	Shows interest earned on major loans (only corps with \$100,000 or more in H/F)
XXX	10 - 16	41450	.000	Interest - Major Loans Allcatn	Not used by local corporations
XXX	10 - 16	41550	.000	Investment (Gain)/Loss	Not used by local corporations unless new participator
XXX	10 - 16	41600	.000	Interest - Money Market	Not used by local corporations unless new participator
XXX	10 - 16	41750	.000	Interest - H/F Fees	Shows interest earned on H/F and reserve savings account
XXX	10 - 16	41800	.000	Interest - Other	Only used by corporations that are new participator
XXX	10 -	00000	.000	FACILITY MANAGEMENT INCOME	Description only
XXX	10 - 18	42000	.000	Parlor Fees	Fees collected for the use of the chapter house
XXX	10 - 18	42100	.000	Housing/Furnishing Fees	Fees collected for the upkeep of the chapter house
XXX	10 - 18	42200	.000	Room/Board	Fees collected for living in the house
XXX	10 - 18	43000	.000	Meal Plans	Meal fees collected for women not living in the house
XXX	10 - 18	43100	.000	Guest Meals	Meal fees collected for guests of the members
XXX	10 - 18	43200	.000	Reimbrsmt - Chptr Func. Food	Reimbursement account for food purchased for chapter functions
XXX	10 - 18	44000	.000	Balance From Chptr (End of Yr)	Money left over in chapter accounts given to house corporation
XXX	10 - 18	44100	.000	Past Due (To Be Collected)	Only used when a corporation is a new participator
XXX	10 - 18	44200	.000	Coke Machine	Income from use of coke machines
XXX	10 - 18	44300	.000	Washing Machine	Income from use of washers and dryers
XXX	10 - 18	45000	.000	Gifts/Contributions/Donations	Income due to donations, contributions, and gifts
XXX	10 - 18	46000	.000	Miscellaneous Income	VERY SELDOM USED Used when an asset is sold for a gain (i.e. more money than its recorded value less accumulative deposit)
XXX	10 - 18	47000	.000	Income Due to Gain/Sale	
XXX	10 - 18	48000	.000	Fines, Peanalties, Late Fees	Fees for Fine, & Penalties & Late Fees assessed by Local Corp. Boards.
XXX	10 - 18	48550	.000	Transfer From Reserves	This is a budget account only
XXX	10 - 18	48550	.000	Transfer from Hsg/Furn Funds	To show funding source of H/F projects.

**Sigma Kappa National Housing Corporation
Chart of Accounts- Descriptions
Participants**

Account No.			Account Title	Description	
Fund #	Sub Division	Sub Div Object	Obj.		
XXX	20 - 00	50000	.000	EXPENSES	CODE ALL EXPENSES TO ONE OF THE ACCOUNTS BELOW
XXX	20 - 14	00000	.000	BUSINESS/PROFESSIONAL	Description only
XXX	20 - 14	50200	.000	Philanthropic Expense	Any Philanthropic Expense for the Participant
XXX	20 - 14	50300	.000	Legal Fees	Any legal fees
XXX	20 - 14	50400	.000	Bank Charges & Fees	Bank fees- NSF, stop payment
XXX	20 - 14	50500	.000	Accounting Fees	CPA Fees and NHC accounting fees
XXX	20 - 14	50600	.000	Payroll Fees	Payroll invoices
XXX	20 - 14	50800	.000	Bad Debt Expense	Invoices deemed uncollectible after fiscal year end
XXX	20 - 16	00000	.000	BOARD EXPENSE	Description only
XXX	20 - 16	51450	.000	Administrative Expenses	Any fees incurred by local board including postage, and any out of pocket expense
XXX	20 - 16	51600	.000	Liability Insurance	Liability insurance through James R. Favor
XXX	20 - 18	00000	.000	TAX EXPENSE	Description only
XXX	20 - 18	51700	.000	Property Insurance	Property insurance
XXX	20 - 18	51800	.000	Property Taxes	Property tax
XXX	20 - 18	51900	.000	Other Taxes and Filing Fees	Any other taxes and filing fees
XXX	20 - 20	00000	.000	STAFF EXPENSE	Description only
XXX	20 - 20	52310	.000	House Director Salary	House Director's salary called in to payroll services only
XXX	20 - 20	52320	.000	Cook(s) Salary	Cook's salary called into payroll services only
XXX	20 - 20	52330	.000	Maid(s) Salary	Maid's salary called into payroll services only
XXX	20 - 20	52340	.000	Kitchen Assistant(s) Salary	Kitchen Assistant's salary called into payroll services only
XXX	20 - 20	52350	.000	Maintenance Worker(s) Salary	Maintenance worker's salary called into payroll services only
XXX	20 - 20	52360	.000	Other Salary	Any salary called in to payroll services that does not fit in above accounts
XXX	20 - 20	52400	.000	Payroll Taxes (FICA/Medicare)	FICA/Medicare
XXX	20 - 20	52500	.000	Payroll Taxes - Unemployment	Unemployment both state and federal
XXX	20 - 20	52550	.000	Other Employee Taxes	Any other fees for the employee for which the corporation is responsible
XXX	20 - 20	52600	.000	Health Ins./Workers Comp.	Health insurance and workers compensation
XXX	20 - 20	52700	.000	Employment & Training	Employment ads, training for employees

**Sigma Kappa National Housing Corporation
Chart of Accounts- Descriptions
Participators**

Account No.				Account Title	Description
Fund #	Division	Sub Div	Sub Object Obj.		
XXX	20 -	22	00000 .000	PROPERTY MGMT/ADMIN EXPENSE	Description only
XXX	20 -	22	53300 .000	Rent	Rent
XXX	20 -	22	53305 .000	Storage Rental	Rent on a Storage Unit
XXX	20 -	22	53310 .000	First Mortgage Payments	Principal payments on 1st mortgage to bank (transferred at year end to lower mortgage balance)
XXX	20 -	22	53320 .000	Second Mortgage Payments	Principal payments on 2nd mortgage to bank
XXX	20 -	22	53330 .000	NHC Loan Payments	Any principal payments on loans from NHC
XXX	20 -	22	53340 .000	Interest Expense	Any interest on loans
XXX	20 -	22	53350 .000	Other Indebtedness	Principal payments on non NHC or loans not secured by your house property
XXX	20 -	22	53400 .000	Food	Food
XXX	20 -	22	53500 .000	Equipment & Furnishings	New equipment and furnishings
XXX	20 -	22	53550 .000	Housing/Furnishing Projects	For projects funded from Housing & Furnishing funds
XXX	20 -	22	53600 .000	Depreciation	Explanation for depletion of building, equipment, and furniture each year of as
XXX	20 -	22	53700 .000	Equipment Repairs	Equipment repairs
XXX	20 -	22	53800 .000	Maintenance & Service Agreements	Maintenance & Service Agreements-(example Pest Control paid once a year or repair service agreement)
XXX	20 -	22	53900 .000	Permits & Inspections	Permits & Inspections-(example fire inspection, health permit)
XXX	20 -	22	54000 .000	Property Repairs/Maintenance	Any maintenance or repairs to property
XXX	20 -	22	54010 .000	Cleaning/Laundry	Washer and dryer rental, maid service, laundry delivered to house, and quarters for laundry machines
XXX	20 -	22	54020 .000	Pest Control	Pest control
XXX	20 -	22	54030 .000	Lawn Care	Lawn care & snow removal
XXX	20 -	22	54040 .000	Trash	Trash ***Sometimes the trash fee is included on the water bill
XXX	20 -	22	54050 .000	Alarm System	Alarm system
XXX	20 -	22	54100 .000	Contract Food Services	Food prepared and provided by a catering company
XXX	20 -	22	55000 .000	Telephone	Telephone
XXX	20 -	22	55100 .000	Electricity	Electricity
XXX	20 -	22	55200 .000	Gas	Gas
XXX	20 -	22	55300 .000	Water	Water,sewage and steam
XXX	20 -	22	55400 .000	Cable	Cable
XXX	20 -	22	55405 .000	Internet Expense	Internet
XXX	20 -	22	55500 .000	Other Utilities	Other utilities that can't be coded in above accounts
XXX	20 -	22	55510 .000	Vacant Room Expense	Used when Corp. Board pays for Empty Rooms to another entity,that would not be considered normal rent
XXX	20 -	22	56550 .000	House Supplies	House supplies- i.e. cleaning supplies, paper supplies, and anything disposable used for the house
XXX	20 -	22	56700 .000	Postage	Postage used by the NHC staff for participators

**Sigma Kappa National Housing Corporation
Chart of Accounts- Descriptions
Participators**

Account No.					Account Title	Description
Fund #	Division	Sub Div	Sub Object Obj.			
XXX	20 - 22	57000	.000	Employee Petty Cash	Money employee holding petty cash cannot account for with receipts	
XXX	20 - 24	00000	.000	OTHER EXPENSE		
XXX	20 - 24	58000	.000	Other Expense	Any expense that will not fit in one of the above expenses. Used when an asset is sold for a loss (i.e. less than its recorded value less its accumulated depreciation	
XXX	20 - 24	58010	.000	Expense Due to Loss/Sale		
XXX	20 - 26	58500	.000	NHC Participant Mngmt Expense	NHC participant management fees	
XXX	20 - 28	00000	.000	CONVENTION EXPENSE	Description only	
XXX	20 - 28	59000	.000	Convention Expense	Convention expenses***	
XXX	20 - 28	59500	.000	COTS Expense	COTS expenses***	

***Make sure to budget for the proper expense since they occur every other year.

Payables

All invoices for local corporation expenses must be reviewed for accuracy and coded for data entry by local corporation officers or the House Director prior to payment by the NHC staff. To maintain the appropriate checks and balances for the annual audit, expenses have to be verified and documented in our files. Checks are usually run on Tuesdays and Fridays, please plan accordingly.

The **House Director or Corporation Treasurer** must review all invoices generated by local suppliers so that she can verify delivery of goods and/or services of which she has knowledge. These include food bills, house supplies, minor repairs, cleaning/laundry expenses and a small employee petty cash fund. Approval must be documented as follows:

1. Initial and date each invoice;
2. Complete either the Request for Payment Form (G4) or the Major Vendor Invoice Payment Request form (section G6);
3. Code the form with the account number (see Chart of Accounts, Section F);
4. Attach the form to the invoice; and
5. Forward the invoice to the NHC office.

Please address the envelope to the local corporation in care of Sigma Kappa National Housing Corporation at 8733 Founders Road, Indianapolis, IN 46268. Invoices & Forms may also be faxed to 317.876.7996 or scanned and emailed. It is imperative that invoices be forwarded to the NHC staff immediately, as local vendors frequently request payment in 15 day cycles. Unnecessary delays could be detrimental to the local corporation's credit with area vendors. The NHC staff will work with the corporation personnel to chart each local corporation's unique cycle of financial activity - another example of the importance of TEAM work!

The local house corporation sets the maximum dollar amount of an invoice that can be processed with only the House Directors approval. Invoices that are on the "Preapproval For Recurring Expenses" invoice list such as food can be an exception to the dollar limits.

Invoices greater than \$2,400 for expenditures for furnishing and equipment and those to be funded from Housing/Furnishing Fees need to be reviewed and approved by the assigned Corporation Coordinator. Because the Corporation Coordinator has a close working relationship with the local house corporation, she will be aware of the expenses incurred, and may have been involved in acquiring price quotes for goods and services. **Again, timeliness is an issue in order to maintain a strong credit rating for the local house corporation.**

Invoices for recurring expenses, such as utilities and rent payments, should be mailed directly to the NHC office by the vendor. If a form pre-approving payment is on file with the NHC office, the invoice will be paid automatically. If the invoice has not been pre-approved, the invoice will be faxed to the Housing Corporation and to Corporation Coordinator if above \$2,400. for approval prior to payment. Please contact the NHC Staff Accountant if you need to add a recurring expense to your pre-approval list during the year. This form will be updated on an annual basis. See page E3, **Pre-approval Form for Recurring Expenses**. NHC Staff asks that this form be updated annually in the summer..

NEW Participant Payables Checklist

_____ Do you have Request for Payment Forms (G4) on hand? Make additional copies, as necessary.

_____ Have address change forms been filed with utility companies, etc. so that invoices will be sent directly to the NHC office in Indianapolis?

_____ Have you supplied the NHC staff with all coupons, envelopes and/or forms required for tax payments? Have you changed the corporation billing address with the various tax entities (state and federal)?

_____ Is there a chart of accounts (Section F) available for use by the House Director to code invoices for food, house supplies, minor repairs, and cleaning/laundry expenses?

_____ Has an employee petty cash fund been established? (See Section H for more information on petty cash reimbursements.)

_____ Have you created or updated your pre-approval form for recurring invoices? The pre-approval form is to be used for payment to vendors for such products and services as utilities, lawn service, pest control, etc. See page G3.

_____ Have you notified vendors listed on pre-approval form of the NHC billing address?

_____ Have you made arrangements for monthly statements for key vendors (food, supplies) to be sent directly to the NHC office?

Major Vendor Payables

Many local corporations have relationships with “major vendors”, usually food suppliers, which provide invoices as deliveries are made, and then generate monthly statements listing multiple invoices. Since each invoice must be reviewed and approved (see Section G, **Payables**), the staff has developed a form to simplify the coding and approval process.

To properly complete the **Major Vendor Invoice Payment Request** form, first write in the name of the vendor in the space provided. Please fill in one line per invoice on the form. List the invoice date, invoice number, and if needed, a breakdown of the amount under each respective category. Then fill in the total dollar amount of the invoice in the far right column for each invoice. Total the form. By signing the bottom of the form, you approve all of the invoices attached to the **Major Invoice Payment Request** form. **Please complete a new form for each vendor.**

Major Vendor Invoice Payment Request

For use when approving and/or coding vendor statements or complex invoices prior to submission to the NHC office.
 Attach original documentation to this form.

Requested By: _____ Title: _____ Corporation/Property Committee Fund #: _____

VENDOR NAME (one vendor per form): _____

Date	Invoice Number	House Supplies 20-22 56550	Property Repair/Maint. 20-22 54000	Food 20-22 53400	Other Account # _____	Other Account # _____	Total Amount of Invoice
Vendor Total		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

(Please print for accuracy)

Approved By: _____ Title: _____ Date: _____

Pre-Approval Form for Recurring Expenses

Date: _____

Fund #: _____

**I hereby approve and authorize Sigma Kappa National Housing Corporation at 8733 Founders Road, Indianapolis, IN 46268 to pay the following recurring expenses for payment for _____.

I understand this bill will automatically be paid upon receipt by the NHC staff unless they are notified in writing by me.

Authorized by: _____

Title: _____

Expense	Vendor Name	Account # (office use only)	Expense Account	Vendor # (office use only)
Liability Insurance			20-16-51600	
Property Taxes			20-18-51800	
Rent			20-22-53300	
Cleaning/Laundry			20-22-54010	
Pest Control			20-22-54020	
Lawn Care			20-22-54030	
Trash			20-22-54040	
Contract Food Service			20-55-54100	
Telephone			20-22-55000	
Electricity			20-22-55100	
Gas			20-22-55200	
Water			20-22-55300	
Cable			20-22-55400	
Other				
Other				
Other				

House Director _____ Spending Limit _____

Petty Cash Reconciliation

With the approval of the local house corporation, the House Director maintains a small petty cash fund only for miscellaneous household expenses. This account is not to be used for payroll or salary-related reimbursements.

As the petty cash is spent, please retain all receipts. You **must** account for every penny of the petty cash fund and submit a receipt for each expense. As you acquire receipts, code them by marking the appropriate General Ledger expense account number (see the Chart of Accounts, section F, of the **TEAM Resource Guide**) on the receipt. **Do not** code your receipts to the Petty Cash expense account - you must specify House Supplies, Food, etc. When purchasing items for multiple expense accounts on the same receipt, you should break out the purchases by total amount per expense account.

Please complete the **Petty Cash Reimbursement** form (see page H2) with the information from your receipts. This form must be completed in full and original receipts attached in order for your petty cash account to be replenished by the NHC staff. Please date the form and give an explanation of the purchases, using as many lines as needed. Record each expense in the appropriate category for each receipt, and total the form. For example, if you purchased cleaning supplies and house supplies on one receipt, record the receipt total in the Total Purchase column. Enter the amount you spent on cleaning supplies in the Cleaning/Laundry column and the amount spent on house supplies in the House Supplies column. When purchases are itemized horizontally across the expense accounts, they must total the amount of the receipt.

You should be able to reconcile to the original amount of petty cash that you were issued. Simply add together the total Receipts and Remaining Balance of petty cash before reimbursement. This amount should equal the beginning balance of your corporation's petty cash account.

Please retain a copy of the form and a copy of the receipts for the local house corporation records, and submit the original **Petty Cash Reimbursement** form with the original receipts to the local Corporation Treasurer for approval. The Treasurer will then submit the approval form to the NHC staff for reimbursement.

Petty cash expenses must be remitted in a timely manner. All reconciliations for the year to date should be filed by May 1st to ensure that the expense is recorded in the appropriate fiscal year. Expenses incurred in May should be claimed prior to June 10th. If you have questions about submitting petty cash reimbursement reconciliations, please call the Staff Accountant at the NHC office for more information. At the close of the school year or when there is a change of house director, it is the corporation board's responsibility to verify and take custody of the remaining petty cash. For annual audit purposes, petty cash must be reconciled at the end of each fiscal year on May 31st.

Petty Cash Reimbursement Form for the Month of _____ Year: _____

Petty Cash was established for \$ _____

Corporation/Property Committee Fund # _____

Date	Explanation	Total Purchase	House Supplies 20-22 56550	Property Repair/Maint 20-22 54000	Food 20-22 53400	Postage 20-22 56700	Other Account # _____	Other Account # _____
Total Receipt Amount (the amount to be reimbursed)		\$	\$	\$	\$	\$	\$	\$
Balance in Petty Cash (before reimbursement)		\$	(Please print for accuracy)					
Total Petty Cash Fund		\$						

Signature _____

Title _____

Date _____

Approved By _____

Title _____

Date _____

Local Corporation Checking Account Reconciliation

Each participating corporation has the option of maintaining a checking account locally, in order to expedite emergency payments (for example, a plumber that insists on payment immediately). Of course, it is preferable to work with vendors and suppliers that can bill the corporation for goods supplied or services furnished, but we know that is not possible in every situation. When the local corporation becomes a participator in the NHC and transfers its funds to the NHC for deposit in the NHC's checking account, a \$1000 balance should be retained if the corporation chooses to maintain a local account. The local corporation checking account should be maintained by the Corporation Treasurer or her designee. The account signers should include the Treasurer, President or local designee, and the NHC Executive Director.

As funds are spent from the account, the Treasurer should record the activity on the Checking Account Reimbursement/Reconciliation Form (see page I3). The Checking Account Reimbursement/Reconciliation Form provides the detailed information the NHC staff will need to record the expenses to the appropriate accounts in the corporation's NHC fund, including expense account numbers from the chart of accounts. If you have any questions about this procedure, contact the NHC Staff Accountant.

Once a month (or more often if the account gets very low) the Checking Account Reimbursement/Reconciliation Form **must** be sent with receipts for all expenditures to the NHC office so that the local checking account can be replenished back to the \$1000 balance. The best time to do this is right after the bank statement is received. A reimbursement check will be issued to the corporation upon receipt of the form. Please submit your final fiscal year end reimbursement by **May 15th** to make sure your account will have a balance of \$1000 at year-end, and that the reimbursement for all expenses will be booked in the correct fiscal year.

Please retain all receipts for each check or debit that is written. You will have to account for every penny of the reimbursement requested. Staple all original receipts to the Checking Account Reimbursement/Reconciliation Form. As you acquire receipts, code them to the appropriate expense account and record the expense on the Checking Account Reimbursement/Reconciliation Form. You should be able to reconcile to the original balance in the checking account. Please retain a copy of the form and receipts for the local house corporation records. Submit the original Checking Account Reimbursement/Reconciliation Form with the original receipts to the NHC office, 8733 Founders Road, Indianapolis, IN 46268.

The only deposits made to the local corporation checking account will be reimbursement checks from the NHC or interest earned on the account. All other deposits should be made to the NHC's account via the NHC staff. If a deposit is accidentally made please send an explanation with your bank statement to the NHC so that it may be properly recorded.

If the corporation chooses to maintain a local checking account, that account must be reconciled monthly. Use the form on the back of the bank statement to reconcile the account. The account activity will be very limited, so reconciling should not be a time consuming project. Send your reconciled statements to the NHC Staff Accountant each month so that reconciling journal entries can be made. Be sure to record any bank charges or interest earned on the Checking Account Reimbursement/Reconciliation Form. Online access to view statements is another option that could be provided to the Executive Director as well as the local corporation.

If the house director handles the local checking account, please collect the checkbook at the close of the school year or when there is a change in the house director. Please remove any former house directors as signers on the account. The NHC auditors will request to see the reconciled local corporation bank statements during our annual audit, so the account must reconcile at year end. (May 31st)

Checking Account Reimbursement/Reconciliation Form

Month: _____

Checking Account was established at \$ _____

Year: _____

Corporation/Property Committee Fund # _____

ATTACH RECEIPTS FOR ALL EXPENDITURES !!!!

Date	Check Number	Description	Expense Amount	Account Number
(Please print for accuracy)		INTEREST	\$ ()	XXX-10-16-41300
		BANK FEE	\$	XXX-20-14-50400
		TOTAL REIMBURSEMENT		

Signature _____

Title _____

Date _____

Approved By _____

Title _____

Date _____

Expense Reimbursements for Local Corporation Officers and House Corporation Employees

Local house corporation board officers and employees submitting expenses for reimbursement must complete the **House Corporation Claim for Reimbursement of Expenditures** form in triplicate.

The person requesting the reimbursement must:

Complete the top portion of the form (including Claimant, Address, Corporation Name and Position Held) and indicate the person who has authorized the expenses.

Attach the original receipts to the form.

Add the Date, Description, and Amount.

Sign and date the form in the Certification section.

Submit 2 copies to the local Corporation President, Treasurer, or Corporation Coordinator for approval. Keep one copy for your files. *

The person approving the expense will:

Write in the appropriate account number for each line. (A Chart of Accounts can be found in Section F of this guide. Please note that the account number has to be completed to process the reimbursement.)

Complete the section at the bottom of the form. Sign the line that says "Approved By".

Retain one copy of the reimbursement and forward the original, along with the receipts, to the NHC office, 8733 Founders Road, Indianapolis, IN 46268.

Checks will be issued within the scheduled check run cycle. All reimbursements should be filed on a regular basis. Please submit final fiscal year end reimbursement by May 15th. If you have any questions about submitting a reimbursement claim, please call your customer service representative at the NHC office for more information.

*The President should submit her expenses to the local Corporation Treasurer for approval.

House Corporation Claim for Reimbursement of Expenditures

Claimant _____

Address _____

Corporation Name _____

Authorized By _____ Position Held _____

Date	Description	Amount	Account Number
Total Expenditures		\$	

Certification: I hereby certify that the expenses incurred were necessary and proper and that the amounts claimed are just and reasonable.

Date _____

(Claimant's Signature)

Approved By: _____ Date: _____

Position: _____
(President, Treasurer, Director only)

Invoicing & Receivables

The Housing Contract, Housing Furnishing & Parlor fee schedules are the basis for all invoicing by NHC for each house corporation. By June 1st each year the house corporation completes the Invoicing Schedule to provide an outline of the # of residents, amounts, and due dates for all fees. This also directs NHC as to the location to mail the invoices such as home address, chapter address, etc. The Accounts Receivable will send a Roster to the house corporation three times a year to confirm status of members.

Invoices or Statements will be distributed monthly to members with outstanding balances. Copies of the invoices are sent by email to Corporation board, CPO, ABC and other chapter officer approved by the Corporation Board.

The Corporation Board or Property Committee is able to track member payments using the Aging Reports that are printed at the beginning of each month or upon request during the month. The Aging Report details members 30, 60, and 90 days in arrears. The Aging Report allows the Corporation Board/Property Committee to monitor the status of open items efficiently. Aging Legend is in the appendix.

All income for the local house corporation should be directed to that specific corporation - i.e. **all checks should be made payable to local house corporation**, not to Sigma Kappa National Housing Corporation. Payments may be accepted by check, money order, cashier's check or credit card if allowed by the local house corporation. Cash should not be accepted.

The Corporation Board has two options for collecting money from the members. The Corporation Board can elect to have the member remit payments directly to the NHC or the member can remit payments to a local person designated by the Corporation Board/Property Committee.

Option 1: Remit payment to NHC. The remit address on the invoice/statement will be that of the National Housing Corporation. The member should address the envelope clearly identifying the Corporation/Property Committee to whom the funds are being remitted. For example:

XXX XXX House Corporation of Sigma Kappa
c/o Sigma Kappa NHC
8733 Founders Road
Indianapolis, IN 46268

This is essential in order for the NHC to process the receivables efficiently. The receipts will be put into a Corporation Revenue Remittance Form for Member Fees daily and a copy will be mailed to the Corporation Board/Property Committee in the weekly mail. We strongly encourage participators to take advantage of this service.

Option 2: Remit payments to a local person designated by the Corporation Board/Property Committee. It is the local house corporation's responsibility to collect checks and/or money orders and forward them to the NHC office. (The local house corporation should not accept or send cash to the NHC office.) The Corporation Board Treasurer or a designated person will need to do the following when submitting receivables to the NHC office:

1. As members' checks are sent to the remittance address listed on the statement, the checks must be stamped on the back for deposit only.
2. Complete the appropriate remittance form (see below).
3. In order for the NHC to process credit card payments, the member's Statement **MUST** be completed and attached to the Corporation Remittance Form for Member Fees. This includes card number, expiration date, cardholder name and phone number.
4. For your protection it is recommended that checks and remittance forms be sent to the NHC office either by overnight/2-day packages (UPS, Fed Ex, Airborne Express, etc.) or by certified mail, as these are all traceable.

There are two types of Remittance forms (listed below) to select from when sending payments to the National Housing Corporation. The forms should be completed before sending checks to the NHC office. The following should be included:

Total # of checks submitted
Total \$ amount for checks submitted
Total # of credit card payments
Total \$ amount for credit card payments

Your copy of the remittance form will be your record of the deposit activity.

Remittance Forms

The **Corporation Revenue Remittance Form for Member Fees, (K3)**, is for all deposits that get credited to a member's account. These may include any of the following: Room and Board, Parlor Fees, Housing Furnishing Fees, Meal Plans, Room and Key Deposits, Corporation Dues, Maintenance Fees, Technology Fees and Phone Fees. All members' statements remitted with a deposit (check or money order) should be forwarded with the remittance form to the NHC office.

In order for the NHC to process credit card payments, the member's Statement **MUST** be completed and attached to the Corporation Remittance Form for Member Fees.

The **Corporation Revenue Remittance Form for Reimbursements and Other Miscellaneous Items, (K4)**, should be used for deposits that offset an expense account. The majority of these items will include utility reimbursements, food reimbursements from chapter, telephone reimbursements, guest meals, and any gift money received. Please include an explanation of any item listed in the Other Income column so that it can be properly coded to the correct account.

Corporation Revenue Remittance Form for Member Fees

Name of Corporation/Property Committee: _____

Member's Name and ID#	Check #	Visa or Mastercard	Rm & Bd \$ Amount	Parlor Fee \$ Amount	H/F Fee \$ Amount	Meal Plan \$ Amount	Room Dep \$ Amount	Misc. Fees \$ Amount	Total \$ Amount
1		V M							
2		V M							
3		V M							
4		V M							
5		V M							
6		V M							
7		V M							
8		V M							
9		V M							
10		V M							
11		V M							
12		V M							
13		V M							

***Misc. Fees include items like corporation dues, maintenance fees, etc.

Total # of checks submitted: _____

Total \$ amount for checks submitted: _____

Signature: _____

Title: _____

Date: _____

Corporation Revenue Remittance Form for Reimbursements and Other Miscellaneous Items

Name of Corporation/Property Committee: _____

Vendor Name	Check #	Reimbursement \$ Amount	Guest Meals \$ Amount	Gift \$ Amount	Other Income ** \$ Amount	Total \$ Amount
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

** Please provide explanation

Total # of checks submitted: _____

Total \$ amount for checks submitted: _____

Signature: _____

Title: _____

Date: _____

Invoicing of Members

The local house corporation notifies the NHC Staff of the fees and due dates to be charged to members during the school year by submitting the Invoicing Schedule by June 1 to set up our invoicing for the entire year in our database.

The Invoicing Schedule details the amount of Parlor Fees, Room & Board, Parking, etc. and the months the payments are due as detailed in your housing contract. It lists the amount of Housing/Furnishing Fees with payment terms. This form also lists the occupancy number expected and the number at which the house is considered full. This schedule also directs us as to the billing address to be used for monthly invoices.

NHC staff monitors the occupancy level and will notify the corporation board about empty beds and request directions for billing the chapter for those beds. This may be necessary to maintain a balanced budget.

Invoices are produced at the first of each month for any member with an outstanding balance. Copies of the invoices are sent by email to Corporation Board, CPO, ABC, and other chapter officer approved by the Corporation Board.

NHC Staff will periodically request roster information to maintain our database so that we issue accurate invoices. NHC Staff will frequently ask for clarification if necessary.

Any changes to the invoicing is made at the direction of the local housing corporation. If a member with an outstanding past due invoice or unpaid Housing/Furnishing fees changes status with the chapter the NHC Staff will not “close” the invoice unless

- 1) The member pays the fees.
- 2) We charge the chapter for the fees because they did not check to see if she was in good standing with the Corporation Board before they voted on her status change.
- 3) We turn her over to collections. In order for us to have a strong case, we need her signed Financial Responsibility Form. We can turn her over without one but if she disputes the fees, then we will have to pull the case. The cost to turn member over is \$52.00
- 4) We write off/close the fee since the Corporation Board deems the debt uncollectible but will need their approval in order for me to do that.

USING THE INVOICING SCHEDULE

Complete the invoicing schedule for the 2009-2010 school year and submit to the NHC office by **June 1, 2009**

Chapter Profile

- Complete anticipated membership for the coming year.
- Occupancy of house only if the committee owns or rents and distributes room/board contracts.
- What is considered “break even” financially? How many beds must be filled to be considered “full”.
- How much is to be charged for a room deposit?
- Amount of housing and furnishing fee.
- What is the amount that the chapter should be charged for each empty room?
- How many fall initiates are anticipated?
- How many spring initiates are anticipated?
- Late fee charged for delinquent accounts.

New Members

- Indicate amount to be charged for housing and furnishing fees and the date(s) payments are due.
- Indicate amount to be charged for the parlor fee and date(s) payments are due.

Invoicing Information

- Indicate amount to be charged for parlor fees and date(s) payments are due.
- Indicate the amount to be charged for room and board as applicable and date(s) due.
- If the house is occupied in the summer, indicate amount charged for room and board.
- If payment plans are utilized, indicate amount and due date for each payment.

Billing Information

- If you wish to have invoices sent to the chapter for distribution to individual members, write the name of the chapter member and her mailing address.
- If you wish to have invoices sent to the member’s home address, write “parent/guardian”.
- If you wish to have invoices sent to both the chapter and parent/guardian, write all of the above information.
- If you wish to have invoices sent to the corporation board, write board member’s name and address.

Distribution

- Indicate who should receive a copy of monthly of aging report and invoices (committee chairman and treasurer), advisory board chairman, collegiate province officer and/or chapter officers).
- Indicate preferred method of distribution US mail or email.

Report Calendar

- For use locally to track due dates and submission of reports and information.

Invoicing Schedule for

Report Calendar		
ITEM	DUE DATE	Notes
Invoicing Schedule	6/1	
Room & Board Contracts	6/15	
Financial Responsibility Forms	6/15	
Room & Key Deposit Refunds	When Form is Approved	
Non-Resident Contracts	9/15	
Empty Room Charge for Fall	10/1	
New Members Info Requested for Fall	10/15	
Chapter Roster for Fall, Spring, End of Year	10/15 01/15 05/15	
Empty Room Charge for Spring	2/1	
New Members Info Requested for Spring	3/15	

CHAPTER PROFILE		
NOTES		
Membership		
Occupancy		
Considered Full		
Key Deposit		
H/F Fees		
Empty Room Charge	Fall --- Spring ---	
Fall Initiates		
Spring Initiates		
Late Fees		Only charged with Corp. Board approval

INVOICE/STATEMENT

Remit Address

INVOICING INFORMATION		
MEMBERS	AMOUNT OWED EA PMT	MONTHS PMTS DUE
Parlor Fees		
Room & Board		
Semester		
Pmt Plan Fall		
Pmt Plan Spring		

NEW MEMBERS		
Fall Initiates		
H/F Fees		
Parlor Fees		
Spring Initiates		
H/F Fees		
Parlor Fees		

DISTRIBUTION

September - April	
May - August	

INVOICES AND AGING REPORTS

Invoicing Schedule for

08-09

Report Calendar		
ITEM	DUE DATE	Notes
Invoicing Schedule	6/1	
Room & Board Contracts	6/15	
Financial Responsibility Forms	6/15	
Room & Key Deposit Refunds	When Form is Approved	
Non-Resident Contracts	9/15	
Empty Room Charge for Fall	10/1	
New Members Info Requested for Fall	10/15	
Chapter Roster for Fall, Spring, End of Year	9/30 01/15 05/15	
Empty Room Charge for Spring	2/1	
New Members Info Requested for Spring	3/15	

INVOICING INFORMATION		
MEMBERS	AMOUNT OWED EA PMT	MONTHS PMTS DUJE
Parlor Fees		August-November
Room & Board		January-April
Annual		August
Semester		August/January
Monthly		Aug/Sept/Oct/Nov/ Jan/Feb/Mar/Apr

Empty Room charge will be per month for 4 months for Fall and 4 months for Spring

NEW MEMBERS	
Fall Initiates	
H/F Fees	November/April
Parlor Fees	October-April
Spring Initiates	
H/F Fees	April/November
Parlor Fees	February-April

CHAPTER 613 PROFILE		NOTES
Membership		
Occupancy		
Considered Full		
Key Deposit		
H/F Fees		
Empty Room Charge	* Fall--- Spring---	for 4 installments
Fall Initiates		
Spring Initiates		
Late Fees		

Only changed with Corp Board approval Effective 08/10

* For office use only

INVOICE/STATEMENT

Remit Address
 Sigma Kappa NHC
 8733 Founders Rd.
 Indianapolis, IN 46268

DISTRIBUTION	
September - April	VP of Finance and To the Parents of
May - August	To the Parents of

INVOICES AND AGING REPORTS	
	E-mail

Roster by Member Type - House Corporation

Roster by Member Type -

FUND NUMBER 0: 1

MEMBER TYPE CN Non-Resident

NO.	LAST	FIRST	M.	ADDRESS	CITY	ST	ZIP	Add New Information He
9678				806 Lake Borgne Ct	Slidell	LA	70461	
9679				4525 Chateau Dr	Metairie	LA	70002	
13014								
13011				218 E 25th St	Cut Off	LA	70345	
9912				226 Cherry St Apt A	Metairie	LA	70005	
9680				3608 Corinne Ave	Chalmette	LA	70043	
13008				511 Brewster Rd	Madisonville	LA	70447	
11460				3701 Simone Gardens Apt A	Metairie	LA	70002	
9681				4440 Fairfield St	Metairie	LA	70006	
11462				PO box 504	Westwego	LA	70094	
9683				1201 Kathleen Ave	Metairie	LA	70003	
13013				1817 Woodrow Ave	Metairie	LA	70001	

MEMBER TYPE L Leave

NO.	LAST	FIRST	M.	ADDRESS	CITY	ST	ZIP	Add New Information He
12317	D			5604 Arlene Street	Metairie	LA	70003	

MEMBER TYPE P Pledge

NO.	LAST	FIRST	M.	ADDRESS	CITY	ST	ZIP	Add New Information He
-----	------	-------	----	---------	------	----	-----	------------------------

Tuesday, February 19, 2008

13624	622 Grove Ave.	Harahan	LA	70123
13627	108 Field St	Belle Chasse	LA	70037
13625	3401 Bridgewater Drive	Harvey	LA	70058
13621	318 W. Morales St	Chalmette	LA	70043
13626	4013 Tulane Dr	Kenner	LA	70065
13623	2905 Corinne Dr	Chalmette	LA	70043
14048	506 Yale Dr	Kenner	LA	70065

14048 13623 13626 13625 13627 13624

USE OF THE INSTALLMENT PROMISSORY NOTE

If the property committee wishes to set up a payment plan for a member who is in arrears with the committee, in lieu of using the provisions of the Room and Board Contract or Financial Responsibility Agreement and sending her immediately to collections, an installment promissory note should be used. The member and her parent or guardian must sign the note.

Should the member not make payment per the agreed upon schedule, then the note allows the committee to immediately refer the debt to a collection agency.

Be certain that the court and state for adjudication is complete. It should be the court and state most convenient to the property committee

SAMPLE INSTALLMENT PROMISSORY NOTE

(Property Committee legal name)
(Address)

(Amount) (Date)

For value received, the undersigned promises to pay to the order of (property committee name), the sum of _____ with interest at the rate of nine and one quarter percent (9.25%) per annum plus attorneys' fees and costs of collection. The payment schedule is as follows:

(list payment schedule here)

* Final payment amount is subject to change due to the timeliness of previous payments and the amount of interest owed.

Interest shall be computed daily on the unpaid balance then outstanding and each installment shall first be applied in payment of the interest and then on the unpaid principal balance.

The undersigned agree that they shall be jointly and severally liable and bound by the terms of this note.

This note may be prepaid in full or in any part on any payment date.

In the event the undersigned shall (a) fail to pay any installment due, or (b) fail to adhere to the Sigma Kappa Constitution and Bylaws, or (c) the undergraduate chapter of Sigma Kappa Sorority shall cease to be, or (d) in the event of any breach of the terms of the loan evidenced hereby, the entire unpaid balance shall become immediately due and payable, without notice, at the election of the holder hereof.

The undersigned hereby agrees that in the event a dispute should arise as to the performance of their obligations hereunder, such dispute shall be adjudicated in the state courts of (state) of _____ County, (state) and the undersigned agree that said (state) courts shall have in personal jurisdiction over them in any litigation which may arise as a result thereof. The holder of the note shall be entitled to recover all expenses of collection, including reasonable attorney's fees.

The undersigned hereby waives demand, presentment, and protest, notice of protest and notice of nonpayment or dishonor of this note.

Member Name (please print)

Parent/Guardian Name (please print)

Member's Signature Date

Parent/Guardian Signature Date

Member's Mailing Address (please print)

Parent/Guardian Mailing Address (please print)

Member's Email Address Parent/Guardian

Email Address

Member's Telephone (____) _____

Parent/Guardian Telephone (____) _____

A/R Aging Report:

House Corporation

Fund	TYPE	Name	Description	DueDate	Current	30days	60days	90days	Balance
00									
9001	CN		Parlor Fee Spring Semester	3/1/2008	\$220.00	\$0.00	\$0.00	\$0.00	\$220.00
9026	CR		Spring Semester Room & Boar	3/1/2008	\$1,612.50	\$0.00	\$0.00	\$0.00	\$1,612.50
13643	P		2nd Installment Housing/Furnis	3/1/2008	\$38.75	\$0.00	\$0.00	\$0.00	\$38.75
13643	P		Parlor Fee Spring Semester	3/1/2008	\$47.50	\$0.00	\$0.00	\$0.00	\$47.50
10891	CR		Late Fees, Fines & Penalties	3/1/2008	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
14137	CN		Parlor Fee Spring Semester	3/1/2008	\$220.00	\$0.00	\$0.00	\$0.00	\$220.00
11768	CR		Spring Semester Room & Boar	3/1/2008	\$1,587.50	\$0.00	\$0.00	\$0.00	\$1,587.50
11769	CR		Spring Semester Room & Boar	3/1/2008	\$1,587.50	\$0.00	\$0.00	\$0.00	\$1,587.50
13647	P		Late Fees, Fines & Penalties	3/1/2008	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
13647	P		Late Fees, Fines & Penalties	3/1/2008	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
9011	CR		Spring Semester Room & Boar	3/1/2008	\$1,587.50	\$0.00	\$0.00	\$0.00	\$1,587.50
9015	CN		Late Fees, Fines & Penalties	3/1/2008	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
13653	P		Parlor Fee Spring Semester	3/1/2008	\$172.50	\$0.00	\$0.00	\$0.00	\$172.50
11776	CR		Spring Semester Room & Boar	3/1/2008	\$1,587.50	\$0.00	\$0.00	\$0.00	\$1,587.50
11113	CR		Spring Semester Room & Boar	3/1/2008	\$1,587.50	\$0.00	\$0.00	\$0.00	\$1,587.50
11780	CR		Late Fees, Fines & Penalties	3/1/2008	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
9023	CN		Parlor Fee Spring Semester	1/1/2008	\$0.00	\$85.00	\$0.00	\$0.00	\$85.00
9023	CN		Late Fees, Fines & Penalties	3/1/2008	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
13658	P		Parlor Fee Spring Semester	3/1/2008	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
13658	P		Late Fees, Fines & Penalties	3/1/2008	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
13658	P		Parlor Fee Fall Semester	1/1/2008	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00
13658	P		Parlor Fee Fall Semester	2/1/2008	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
13658	P		Parlor Fee Spring Semester	2/1/2008	\$80.00	\$0.00	\$0.00	\$0.00	\$80.00
14136	CN		Parlor Fee Fall Semester	3/1/2008	\$220.00	\$0.00	\$0.00	\$0.00	\$220.00
Summary for 'MEMBERTYPE' = CN (24 detail records)					\$10,828.75	\$185.00	\$0.00	\$0.00	\$11,013.75
Sum									

Sigma Kappa National Housing Corporation Aging Report Information

Legend

CR = current residence or resides in the House

CN = non residence

L = member on leave of absence

P = new member

A = alumnae

U = unknown

W = withdrawn in Sorority database

X = expelled in Sorority database

PBS = member in arrears and sent to outside collection agency

Collections

In accordance with Sigma Kappa Sorority National Policy, the National Housing Corporation will work with the collegiate chapter on behalf of the local house corporation to implement Automatic Financial Suspension procedures to clear delinquent accounts. As stated in Section C, **Sigma Kappa Policies**, any member 30 days in arrears to the corporation shall be suspended, and a time limit set for the debt to be cleared. If the debt is not cleared by the set date, expulsion proceedings are to be initiated by the chapter, and the NHC staff will refer the indebtedness to a collection agency.

The National Housing Corporation works with a national collection agency, refers delinquent accounts per procedures, and report progress in clearing them to the local house corporation board and appropriate Corporation Coordinator.

To facilitate the flow of information regarding delinquent accounts between the corporation board, collegiate chapter and the NHC staff, the following procedure will be implemented once authorized by the local corporation board:

1. When a member is 30 days in arrears, on behalf of the house corporation, the NHC staff will notify the local house corporation board, chapter President, chapter Treasurer, Financial Advisor, Collegiate Province Officer, and assigned Corporation Coordinator that the member should be placed on AFS. The staff will also copy the local house Corporation on the correspondence.
2. If Automatic Financial Suspension is implemented, the chapter Treasurer will notify the NHC staff of the terms of the payment plan within 10 days of notification of debt.
 - a. If the terms of the payment plan are met, the member will be cleared of AFS and the NHC staff will notify the local house corporation board, chapter President, chapter Treasurer, Financial Advisor, Collegiate Province Officer, and assigned Corporation Coordinator via email or in the weekly update.
 - b. If the terms are not met, the NHC staff, pending local house corporation approval, will turn the accumulated debt over to the collection agency. Please note that the local Corporation Board must approve the accounts to be turned over to the outside collections agency.
 - c. If the balance is deemed uncollectable by the agency, it must be written off as bad debt.
3. If Automatic Financial Suspension is not implemented by the collegiate chapter within 10 days of notification by the NHC staff, the NHC staff will, on behalf of the local corporation board, notify the member and guarantor (usually a parent) by certified mail that at 60 days in arrears the accumulated debt will be turned over to the collection agency by the NHC staff, pending approval by the local Corporation Board.
4. If there is no response to the 60 day notice, pending local house corporation approval, the NHC will turn the accumulated debt over to the collection agency.

NHC Collection Guidelines

- 1. If a member is in arrears, and we have a complete, fully executed signed contract:**
The Collections Specialist will follow the existing procedure in TEAM, ultimately referring accounts to Parson Bishop, Inc. (PBS) as needed, and recording the balance due as A/R. If PBS is unable to secure payment or establish a payment plan within 6 months, and PBS determines the account is uncollectible, the member's credit record will be marked, and her past due balance written off to bad debt.
- 2. If a member is in arrears, and we have a complete, fully executed signed contract and the local corporation excuses her from the debt due to a status change or chapter management issue:** the account balance is written off to bad debt.
- 3. If there is no contract, or it is not fully executed:** the Collections Specialist will follow the TEAM procedure until the account is 90 days past due, at which time the Collections Specialist will contact the local corporation and the assigned NHC Corporation Coordinator and request permission to write the account off to bad debt.
 - a. If the local corporation and/or Corporation Coordinator agree, the account will be written off to bad debt.
 - b. If the local corporation and/or Corporation Coordinator do(es) not agree to write off the bad debt, then they will be given the option to follow up personally to see if the member will agree to a payment plan or promissory note within 30 days. If an agreement is secured by the local corporation, the NHC staff will draft the promissory note based on the information from the local corporation.
 - c. If the promissory note is not signed, or the local corporation and/or Corporation Coordinator is(are) unable to get the member to agree to sign the payment plan or promissory note within 30 days of notification of the account being 90 days past due, the A/R will be written off to bad debt at 120 days past due.
- 4. If the promissory note is not signed, or the local corporation and/or Corporation Coordinator is unable to get the member to agree to sign the payment plan or promissory note within 30 days of notification of the account being 90 days past due:** the A/R will be written off to bad debt at 120 days past due.

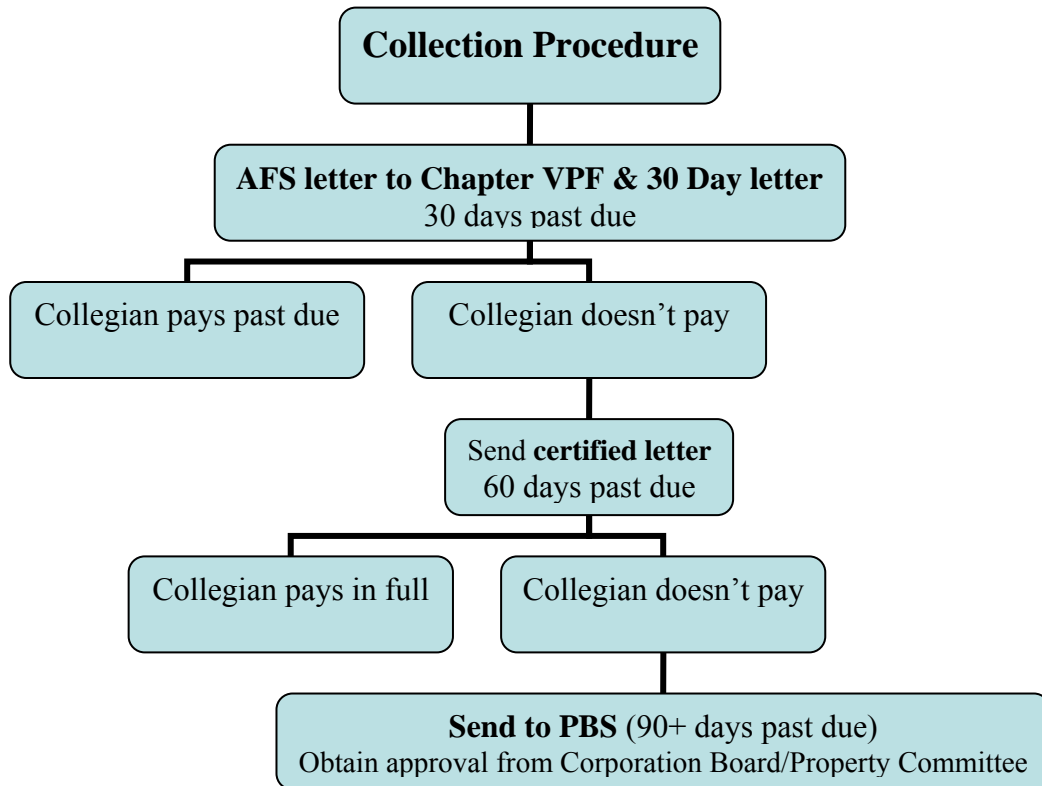
Nonsufficient funds

The term "**non-sufficient funds**" (NSF) is used to indicate that a demand for payment (a [check](#)) cannot be honored because insufficient funds are available in the account on which the instrument was drawn. In simplified terms, a check has been presented for clearance, but the amount written on the check exceeds the available balance in the account.

The bank will notify the NHC of the insufficient funds. A letter will be sent to the member notifying them of the returned check and the fee charged for the returned check. The member

has 10 days to make payment. If the NHC Office does not receive payment then normal collections procedures are followed.

A note is placed in the weekly updates regarding the NSF check, until paid or turned over to the collection agency.



Outside Collections Agency Process

Parson Bishop's Services (PBS)

Their philosophy is to offer the client a fair fee for the collections of their past due accounts and to provide service in a professional, ethical manner.

Program Price: \$14 per each account submitted

Parson Bishop offers its collections services in two phases:

Phase I – Parson Bishop will make a concerted effort to collect all accounts submitted and will work each account for approximately 45 days in this phase. There are no percentage fees on collections made in Phase I; your only fee for any amount collected is the \$14.

Phase II – Accounts over 45 days will automatically be assigned to Phase II Final Stage collections at a fee rate of 40% of all amounts actually collected. All unpaid accounts will be reported to national credit reporting agencies. Accounts collected through credit reporting or legal intervention will have a fee of 50%. **There will be no lawsuits filed without approval from the client (local house corporation).**

A monthly report is provided that lists accounts in collection, date sent to PBS, original amount, current balance, and collection phase. A sample report is on the next page.

Outside Collections Agency Process

Parson Bishop's Services

Their philosophy is to offer the client a fair fee for the collections of their past due accounts and to provide service in a professional, ethical manner.

Program Price: \$14 per each account submitted

Parson Bishop offers its collections services in two phases:

Phase I – Parson Bishop will make a concerted effort to collect all accounts submitted and will work each account for approximately 45 days in this phase. There are no percentage fees on collections made in Phase I; your only fee for any amount collected is the \$14.

Phase II – Accounts over 45 days will automatically be assigned to Phase II Final Stage collections at a fee rate of 40% of all amounts actually collected. All unpaid accounts will be reported to national credit reporting agencies. Accounts collected through credit reporting or legal intervention will have a fee of 50%. **There will be no lawsuits filed without approval from the client (local house corporation).**

Local House Corporation Reports

There are three report forms with which participating local house corporations should be familiar; all three are included each year in the **Corporation Board's Supplies for the Year** packets. Annual supply packets will be distributed each year, and additional copies of forms are available from the NHC office or on our website. Samples of the reports follow.

Corporation Board Personnel Report

This information is essential for effective communication and report distribution.

Please complete and distribute one copy now, and retain another copy to use as personnel changes occur. It is essential that you keep the NHC office up-to-date any time there are changes

Annual Schedule of Charges and Budget for Corporation Boards

For use by participating local house corporations and their assigned Corporation Coordinators, this report serves as a budgeting worksheet.

Property Inventory

The completion of the Annual Inventory of Property *owned* by the chapter and the corporation is due in **October** of each year. An update to the report is due in **April**. Completion of the inventory is the responsibility of the corporation board. If there is no corporation, it is the responsibility of the advisory board to perform the inventory and update. It is very important that each chapter and corporation have an accurate inventory of all property with values for insurance purposes. Be sure to include chapter-owned property such as ritual equipment, documents, computers and recruitment items in the inventory. Please remember to take photos of new items as they are purchased. It should be standard practice to take a video or a complete set of photos every two years. Keep one copy in a safe deposit box and send a copy to the NHC office in national headquarters.

SIGMA KAPPA NATIONAL HOUSING CORPORATION PARTICIPATOR PERSONNEL REPORT

Make 6 copies and send to: ____ Corporation Coordinator; ____ NHC Staff; ____ Advisory Board Ch; ____ Collegiate Chapter President; ____ House Director.

Retain 1 copy for Corporation Board files. **Send WITHIN ONE WEEK following election of Corporation Board members. During the year, send within one week of any changes (in personnel or address changes).**

CORPORATION NAME _____ DATE OF REPORT _____

<u>Name (include maiden)</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Numbers:</u>
<i>President:</i>					Phone:
					Fax:
					Email:
<i>Vice President:</i>					Phone:
					Fax:
					Email:
<i>Secretary:</i>					Phone:
					Fax:
					Email:
<i>Treasurer:</i>					Phone:
					Fax:
					Email:
<i>Board Member:</i>					Phone:
					Fax:
					Email:
<i>Board Member:</i>					Phone:
					Fax:
					Email:
<i>Board Member:</i>					Phone:
					Fax:
					Email:
<i>Collegiate Member:</i>					Phone:
					Fax:
					Email:
<i>Collegiate Member:</i>					Phone:
					Fax:
					Email:
<i>House Director:</i>					Phone:
					Fax:
					Email:

Signature of person completing report: _____ Title: _____

REMINDER REGARDING THE ANNUAL INVENTORY OF PROPERTY OWNED BY THE CHAPTER AND THE CORPORATION

The completion of the Annual Inventory of Property *owned* by the chapter and the corporation is due in **October** of each year. An update to the report is due in **April**. Completion of the inventory is the responsibility of the corporation board. If there is no corporation, it is the responsibility of the advisory board to perform the inventory and update. It is very important that each chapter and corporation have an accurate inventory of all property with values for insurance purposes. Be sure to include chapter-owned property such as ritual equipment, documents, computers and recruitment items in the inventory. Please remember to take photos of new items as they are purchased. It should be standard practice to take a video or a complete set of photos every two years. Keep one copy in a safe deposit box and send a copy to the NHC office in national headquarters.

INVENTORY OF PROPERTY

Property Owned By the House Corporation of _____
(Chapter Name)

CHAPTER AND CORPORATION OF SIGMA KAPPA SORORITY

Inventory Prepared By _____ Date _____
(Name)

Number of Bedrooms/Study Rooms ____ Number of Sleeping Porches ____ Number of Dorm Sleeping Areas ____

Make 3 copies: Send inventory and photographs or video to National Housing Corporation office in the national headquarters. Send inventory only to the corporation coordinator and advisory board chairman. Retain a copy for the corporation files. The inventory is due by **October 31st** with an update due **April 30th**.

Complete 1 form for each room—living room, TV/date/recreation room, dining room, lounge, House Director’s rooms, others **Do not include kitchen or other equipment, such as lawn care, cleaning or maintenance on this form. They are covered under other headings.** A blank form is included to use for additional items in rooms. If you need additional copies please photocopy the blank form.

COMMON ROOMS INVENTORY

*Condition = Circle the appropriate letter: A=Excellent B=Good C=Fair D=Poor

ITEMS	Number	Description	Year Purchased	Cost	Model #	Condition*
Sofa						A B C D
Chairs						A B C D
Tables						A B C D
Chests						A B C D
Television(s)						A B C D
VCR/DVD player						A B C D
Stereo						A B C D
Love Seats						A B C D
Lamps						A B C D
Occasional Chairs						A B C D
Mirrors						A B C D
Pictures/Paintings						A B C D
File Cabinets						A B C D
Rugs						A B C D
Carpets						A B C D
Floor Fans						A B C D
Smoke/CO ₁ Detectors						A B C D
Trophy Cabinet						A B C D
Telephones						A B C D
Message Boards						A B C D
						A B C D
						A B C D
						A B C D
						A B C D

BEDROOM/SLEEPING ROOM INVENTORY FORM

(Complete 1 form for each bedroom and/or sleeping room)

*Condition = Circle the appropriate letter: A=Excellent B=Good C=Fair D=Poor

ITEMS	Number	Description	Year Purchased	Cost	Model #	Condition*
Beds						A B C D
Mattresses						A B C D
Box Springs						A B C D
Desks						A B C D
Desk Chairs						A B C D
Dressers						A B C D
Lounge Chairs						A B C D
Rugs						A B C D
Carpets						A B C D
Mirrors						A B C D
Wardrobes						A B C D
Night Stands						A B C D
Bookcases						A B C D
Chest of Drawers						A B C D
Pictures						A B C D
Lamps						A B C D
Window Air Conditioner						A B C D
Window Fan						A B C D
Smoke/CO ₁ Detectors						A B C D
Cork Boards						A B C D
						A B C D
						A B C D
						A B C D
						A B C D
						A B C D

FOOD PREPARATION EQUIPMENT

*Condition = Circle the appropriate letter: A=Excellent B=Good C=Fair D=Poor

ITEMS	Number	Description	Year Purchased	Cost	Model #	Condition*
Food Storage Containers						A B C D
Mixing Bowls						A B C D
Spatulas						A B C D
Knives						A B C D
Spoons						A B C D
Forks						A B C D
Whisks						A B C D
Coffee Servers						A B C D
Other Drink Servers						A B C D
Pitchers						A B C D
Skillets						A B C D
Sauce Pans						A B C D
Dutch Ovens						A B C D
Graters						A B C D
Steamers						A B C D
Colanders						A B C D
Measuring spoons						A B C D
Double Boilers						A B C D
Strainers						A B C D
						A B C D
						A B C D
						A B C D
						A B C D
						A B C D
						A B C D
						A B C D

**OTHER KITCHEN EQUIPMENT
HOUSE ITEMS INVENTORY**

*Condition = Circle the appropriate letter: A=Excellent B=Good C=Fair D=Poor

ITEMS	Number	Description	Year Purchased	Cost	Model #	Condition*
DISHES						A B C D
Dinner Plates						A B C D
Salad Plates						A B C D
Bread Plates						A B C D
Soup Bowls						A B C D
Serving Dishes						A B C D
Cups						A B C D
Saucers						A B C D
						A B C D
						A B C D
						A B C D
						A B C D
						A B C D
						A B C D
GLASSWARE						A B C D
Juice Glasses						A B C D
Water Glasses						A B C D
Iced Tea Glasses						A B C D
Glass Punch Bowls						A B C D
Punch Cups						A B C D
Glass Trays						A B C D
Plates						A B C D
Pitchers						A B C D
Other						A B C D
						A B C D
						A B C D
						A B C D

****MARK SILVER PIECES “C” IF OWNED BY CHAPTER OR “H” IF OWNED BY HOUSE CORPORATION**

**OTHER KITCHEN EQUIPMENT
HOUSE ITEMS INVENTORY**

*Condition = Circle the appropriate letter: A=Excellent B=Good C=Fair D=Poor

Items	Number	Description	Year Purchased	Cost	Model #	Condition*
SILVERWARE						A B C D
Dinner Knives						A B C D
Dinner Forks						A B C D
Salad Forks						A B C D
Teaspoons						A B C D
Soup Spoons						A B C D
Iced Tea Spoons						A B C D
Serving Pieces						A B C D
						A B C D
						A B C D
						A B C D
						A B C D
						A B C D
						A B C D
						A B C D
**SILVER PIECES						A B C D
Coffee/Tea Service						A B C D
Trays						A B C D
Punch Bowls						A B C D
Cups						A B C D
Bowls						A B C D
Bud vases						A B C D
						A B C D
						A B C D

**ANNUAL SCHEDULE OF CHARGES AND BUDGET FOR
SIGMA KAPPA NATIONAL HOUSING CORPORATION PARTICIPATORS**

CORPORATION: _____

FOR CHAPTER: _____ FISCAL YEAR from _____ to _____

COLLEGE/UNIVERSITY _____ CITY/STATE _____

To be used in preparation of annual budget by house corporation boards. If the corporation does not furnish room and/or board, use only portions applicable to your situation. Due **August 1** for the 2009-2010 fiscal year.

Make 4 copies: ___ Corporation Coordinator, ___ CPO, ___ Advisor to Chapter VP of Finance, ___ NHC staff.
Retain 1 for corporation files.

HOUSE CAPACITY:

Budget figures are based on the following estimated chapter membership:
(Schedule of charges must be completed by communicating with collegiate chapter personnel)

TERM			
Number of members expected to return in the fall			
Number of members graduating mid-year			
Number expected to pledge			
Number expected to initiate			
Expected number of holdover new members			
Number living in-house each term			
Number living out-of-house each term			

Room charges \$ _____ per _____ (semester, quarter)

Board charges \$ _____ per _____ (semester, quarter)

Parlor fee \$ _____ charged to _____ (out-of-house members/new members)

Budget form has blanks for each semester (quarter) for parlor fees, housing/furnishing fees, room and board. For example:

1st semester: _____ months x _____ dollars x _____ number to pay room fees.

Other charges (list any assessments that are always made)

Housing/furnishing fee \$ _____ per _____

Maintenance fee \$ _____ per _____

Room/key deposit \$ _____ per _____

BANK ACCOUNT:

Local checking _____
Name of Bank
Balance
Date

Report prepared by _____
Name
Address

_____ E-mail _____ Address _____ Teleph _____ one number

ITEMIZED BUDGET:

CORPORATION _____ **FISCAL YEAR** from _____ to _____

<u>Account #</u>	<u>Receipts:</u>	<u>2008-2009 Actual</u>	<u>2009-2010 Budget</u>
10 16 41300	Interest - Checking		
10 16 41750	Interest - H/F Fees		
10 16 41800	Interest - Other		
10 18 42000	Parlor Fees		
10 18 42200	Room/Board		
10 18 42300	Rent Income		
10 18 43000	Meal Plans		
10 18 43100	Guest Meals		
10 18 43200	Reimbursement - Food for Chapter Functions		
10 18 44200	Vending Machines		
10 18 44300	Washing Machine		
10 18 45000	Gifts/Contributions/Donations		
10 18 48550	Transfer From Housing/Furnishing Fee Account		
10 18 48550	Transfer From Reserve Account		
10 18 46000	Miscellaneous Income		
10 18 48000	Fines, Penalties, Late Fees		
	TOTAL REVENUE & TRANSFERS		

ITEMIZED BUDGET:

CHAPTER _____ FISCAL YEAR from _____ to _____
 Account # DISBURSEMENTS: 2008-2009 Actual 2009-2010 Budget

20 14 50200	Philanthropic Expense		
20 14 50300	Legal Fees		
20 14 50400	Bank Charges & Fees		
20 14 50500	Accounting Fees		
20 14 50600	Payroll Fees		
20 14 50800	Bad Debt Expense		
20 16 51450	Administrative Expense		
20 16 51600	Liability Insurance		
20 18 51700	Property Insurance		
20 18 51800	Property Taxes		
20 18 51900	Other Taxes and Filing Fees		
20 20 52310	Salary - House Director		
20 20 52320	Salary - Cook(s)		
20 20 52330	Salary - Maid(s)		
20 20 52340	Salary - Kitchen Assistant(s)		
20 20 52350	Salary - Maintenance Worker		
20 20 52360	Salary - Other Salary		
20 20 52400	Payroll Taxes (FICA/Medicare)		
20 20 52500	Payroll Taxes – Unemployment		
20 20 52550	Other Employee Taxes		
20 20 52600	Health Ins./Workers Comp		
20 20 52700	Employment & Training		
20 22 53300	Rent		
20 22 53305	Storage Rental		
20 22 53310	First Mortgage Principal Payments		
20 22 53320	Second Mortgage Principal Payments		
20 22 53330	NHC Loan Principal Payments		
20 22 53340	Interest Expense (for all loans or mortgages)		
20 22 53350	Other Indebtedness	_____	_____

ITEMIZED BUDGET:

CHAPTER _____

FISCAL YEAR from _____ to _____

<u>Account #</u>	<u>DISBURSEMENTS:</u>	<u>2008-2009 Actual</u>	<u>2009-2010 Budget</u>
20 22 53400	Food		
20 22 53500	Equipment & Furnishings		
20 22 53550	Housing Furnishing Funded Projects		
20 22 53700	Equipment Repairs		
20 22 53800	Maintenance & Service Agreements		
20 22 53900	Permits & Inspections		
20 22 54000	Property Repairs/Maintenance		
20 22 54010	Cleaning/Laundry		
20 22 54020	Pest Control		
20 22 54030	Lawn Care		
20 22 54040	Trash		
20 22 54050	Alarm		
20 22 54100	Contract Food Services		
20 22 55000	Telephone		
20 22 55100	Electricity		
20 22 55200	Gas		
20 22 55300	Water		
20 22 55400	Cable		
20 22 55405	Internet Expense		
20 22 55500	Other Utilities		
20 22 56550	House Supplies (cleaning supplies, light bulbs, etc.)		
20 22 56700	Postage		
20 22 57000	Employee Petty Cash		
20 24 58000	Other Expense		
20 24 58500	NHC Participant Management Expenses		
20 24 59000 / 59500	COTS/Convention Expense		
	TOTAL EXPENDITURES		

ITEMIZED BUDGET WORKSHEET – MONTHLY EXPENSES:

CHAPTER _____

FISCAL YEAR from _____ to _____

This section is to help you calculate the annual amount based on recurring monthly expenses

Line Item:	Monthly Amount x	# of Months =	ANNUAL AMOUNT
Cleaning/Laundry			
Lawn Care			
Pest Control			
Lawn Care			
Trash			
Alarm System			
Contract Food Services			
Telephone			
Electricity			
Gas			
Water			
Cable			
Internet Expense			
House Supplies *			
* Includes paper supplies of all kinds, cleaning supplies, electric light bulbs, etc.			

BUDGET SUMMARY - MUST BE COMPLETED:

Balance Cash May 31, 2009

00-00 10350.001 \$ _____ +

Other Accounts \$ _____ +

(include checking, CDs, MM, savings, etc., do not include room/key, H/F or Reserve Savings)

Plus estimated REVENUES & TRANSFERS \$ _____ +

TOTAL AVAILABLE \$ _____ =

Less: TOTAL EXPENDITURES \$ _____ -

ESTIMATE CASH BALANCE AT CLOSE OF FISCAL YEAR \$ _____ =

ACCT #	OTHER FUNDS DETAIL	DATE	AMOUNT
00 00 11520	ROOM/KEY DEPOSITS		
00 00 11510	HOUSING/FURNISHING FEES		
00 00 10750	RESERVE SAVINGS ACCOUNT		

HOUSING/FURNISHING FEES, RESERVE SAVINGS ACCOUNT, AND ROOM / KEY DEPOSITS MUST BE KEPT IN A SEPARATE ACCOUNT AND **ARE NOT** TO BE CONSIDERED PART OF THE CORPORATION OPERATING BUDGET.

BUDGET SALARY WORKSHEET:

<u>Position</u>	<u>Hourly Schedule</u>	<u>Hours Per Day</u>	<u>Days Per Week</u>	<u>Pay Rate</u>	<u>Hrs/Day</u> <u>x</u> <u>Days/Wk</u> <u>x</u> <u>Pay Rate</u>	<u>No. of Weeks</u>	<u>Annual Cost</u>	<u>Medicare Rate</u> <u>1.45%</u> <u>x</u> <u>Taxable Income</u>	<u>Social Security Rate 6.2%</u> <u>x</u> <u>Taxable Income</u>	<u>State Unemp. Tax Rate</u> <u>x</u> <u>Taxable Income</u>	<u>Fed Unemp. Tax Rate *</u> <u>x</u> <u>Taxable Income</u>
House Director											
Cook											
Cook											
Maid											
Kitchen Assistant											
Kitchen Assistant											
Maintenance Workers											
Other: _____											
Other: _____											

* Federal Unemployment Tax Rate is 6.2% of the 1st \$7,000 of wages.

Financial Reports

The NHC staff will prepare a monthly revenue/expense report, balance sheet, and general ledger report for each participating local house corporation. The reports will be distributed to the President and Treasurer of the local house corporation, Corporation Coordinator assigned to the corporation, and the NHC Treasurer. As a not-for-profit corporation, the Sigma Kappa National Housing Corporation undergoes an annual audit at the close of the fiscal year on May 31. The annual audit of the Sigma Kappa National Housing Corporation will include a review of each fund, or local house corporation account. At the conclusion of that process, final year end reports for each fund will be generated and distributed.

Helpful Hints for Use While Reviewing Your NHC Financial Reports

Balance Sheet

Each local house corporation has a separate fund within the NHC accounting software, so each has its own Balance Sheet report. Divided into six columns, the report shows account descriptions (as opposed to account numbers), and includes data from the current month, last month's balance, and the change from last month to the current month, the balance at the end of the previous year, and the change from the last year. By comparing the various columns, you can track the corporation's progress. **To understand your current financial situation, refer to the column labeled "This Month".**

Balance Sheet - Assets

Line 1, **Cash - Checking** is your bank account at Fifth Third Bank in Indianapolis. All deposits and payroll/payroll tax disbursements go through this account. All NHC participator bank accounts are set up to transfer funds to and from the NHC bank account. This allows us to pay your bills with your money, while maintaining your account with your EIN for payroll tax purposes and pooling funds together in an interest bearing account. At month end, entries are made to record the transfer of funds between the accounts. We reconcile your cash account monthly. If you see a balance in this account, it refers to checks that haven't cleared or deposits in transit. It is normal to have a low balance in this account.

Line 2, **Cash - Held by (Owed to) NHC**, shows how much cash your corporation has in the NHC general fund bank account. If the number is a positive number (or debit balance), your corporation has a positive cash flow, hence the title ACash Held by/-----NHC. If the number is in parentheses (or a credit balance), your corporation has a negative cash flow, hence the interpretation ACash-----/ (Owed to) NHC. This line item is where most of your cash should appear.

Line 3, **Cash - Local Corporation Checking** shows the balance in the account your corporation retains locally. This number is based on the reconciliation filed by your treasurer. It must be reconciled prior to year end (see Section I, **Local Corporation Checking Account Reconciliation**, for more information).

Line 4, **Petty Cash** is usually retained by your corporation treasurer or house director. Again, this account is based on the reconciliation filed by local personnel (see Section H, **Petty Cash Reconciliation**, for more information).

Line 5, **Housing/Furnishing Fees**; Line 6, **Room/Key Deposits**; Line 7, **Reserve Savings**, Line 8, **Vendor Deposits**; and Line 9, **Accounts Receivable** are all asset accounts, but are not considered available cash as they are earmarked for specific purposes.

To determine how much cash your corporation has as of the month end report, add Line 1, Cash Checking; Line 2, Cash Held by (Owed to) NHC; Line 5, Housing/Furnishing Fees; Line 6, Room/Key Deposits; and Line 8, Reserve Savings. *(Remember that any negative numbers should be subtracted, not added. Be sure to use the numbers from the column labeled “This Month”.)*

To determine how much cash your corporation has for day-to-day operations, add Line 1, Cash Checking and Line 2, Cash Held by (Owed to) NHC. *(Remember that any negative numbers should be subtracted, not added. Be sure to use the numbers from the column labeled “This Month”.)*

Balance Sheet - Property, Plant & Equipment

Values for fixed assets are recorded at original cost and must be supported by inventories, appraisals or receipts. You will see minimal activity in these accounts during the year, as most adjustments come at year end through the audit process.

Balance Sheet - Current Liabilities

The liabilities section of the balance sheet shows what your corporation owes to others. Many of these accounts record month end or year end adjustments. If you would like more information about your corporation’s account balances, please contact your NHC Executive Director.

Balance Sheet - Net Assets

Line 1, **Net Assets**, represents excess funds/equity from previous years that have accumulated.

Line 2, **Excess Revenue (Expense)** line automatically calculates the difference between your revenue and expense year to date from the Revenue and Expense by Fund Report.

Line 3, **Total Net Assets** shows your corporation’s net worth (assets minus liabilities) including cash, property, plant, and equipment.

Line 4, **Total Liabilities and Net Assets** should balance with **Total Assets** on the first page.

Revenue and Expense by Fund

The **Revenue and Expense Report** compares current account activity with annual budget calculations. The first two columns show the current month’s activity in the **Month to Date Actual** column, as well as the **Year to Date Actual**. Use this report to monitor the percentage of budget used. For example, the November report will show activity at the midpoint of the fiscal year. By comparing the **Total Revenue** line at the bottom of the revenue section with the **Total Expenditure** line at the bottom of the expense section you can determine if your corporation is operating “in the black”.

General Ledger

Each participating corporation receives a general ledger report for the month, showing every entry made on behalf of the corporation during the month. All receipts, disbursements, and month end adjusting entries are printed out for your review. If you have any questions about the entries, contact your NHC customer service representative.

Abbreviation under JNL column

ENSYC	These entries were made by our EnSync database. These are payments from the women and the chapters.
MRECA	From our Cash Receipts Journal portion of our accounting software. These entries are for money we receive that is not paying an item that we invoiced through EnSync.
GJNLA	These are adjusting journal entries that the staff writes and enters each month.
Purch	These are entries for invoices and amounts we are paying for you.
Alloc	These entries record the interest we pay you each month on the funds the NHC holds in your behalf.
DEPR	At the end of the year we record depreciation on your Fixed Assets

Year End Reports

The May financial reports (Balance Sheet, Revenue & Expense by Fund, and General Ledger) comprise your year end report. Due to the annual audit, the final May reports will be delayed until the auditors have completed their review and year end adjusting entries are made. During this process, draft reports will be made available.

013
 X

Description	Fiscal year thru period ending 01/31/2008				
	Month to Date Actual	Year to Date Actual	Annual Budget	Remaining Budget	% of Budget Used
Interest - Checking	647.70	2,082.29	500.00	1,582.29	416.46
Interest - Major Loans Allocatn	303.15	1,890.45	1,500.00	390.45	126.03
Interest - H/F Fees	460.66	5,883.42	6,000.00	(116.58)	98.06
Parlor Fees	61,631.66	167,964.00	181,090.00	(13,126.00)	92.75
Housing/Furnishing Fees	600.00	18,000.00	12,300.00	5,700.00	146.34
Room/Board	70,397.22	207,255.66	225,500.00	(18,244.34)	91.91
Washing Machine	.00	422.50	1,000.00	(577.50)	42.25
Fines, Penalties, Late Fees	150.00	250.00	450.00	(200.00)	55.56
Transfer from Reserve	.00	.00	50,000.00	(50,000.00)	.00
Total Revenue	134,190.39	403,748.32	478,340.00	(74,591.68)	84.41
Legal Fees	.00	.00	500.00	500.00	.00
Bank Charges & Fees	39.32	3,447.07	5,000.00	1,552.93	68.94
Accounting Fees	.00	.00	650.00	650.00	.00
Payroll Fees	80.25	762.90	1,200.00	437.10	63.58
Bad Debt Expense	.00	.00	1,000.00	1,000.00	.00
Administrative Expenses	.00	1,023.51	1,200.00	176.49	85.29
Liability Insurance	.00	100.00	100.00	.00	100.00
Property Insurance	.00	6,320.00	11,000.00	4,680.00	57.45
Property Taxes	.00	1,130.79	2,500.00	1,369.21	45.23
Other Taxes and Filing Fees	.00	10.00	250.00	240.00	4.00
House Director Salary	2,780.76	17,180.11	24,700.00	7,519.89	69.56
Cook(s) Salary	3,109.87	15,394.02	46,000.00	30,605.98	33.47
Maid(s) Salary	1,828.97	8,273.75	13,000.00	4,726.25	63.64
Kitchen Assistant(s) Salary	2,274.46	13,695.87	6,500.00	(7,195.87)	210.71
Payroll Taxes (FICA/Medicare)	764.54	4,172.57	6,500.00	2,327.43	64.19
Payroll Taxes - Unemployment	619.63	935.40	2,500.00	1,564.60	37.42
Other Employee Taxes	.00	.00	50.00	50.00	.00
Health Ins./Workers Comp.	250.00	3,551.00	3,800.00	249.00	93.45
Employment & Training	.00	886.59	700.00	(186.59)	126.66
Rent	.00	10,533.60	10,533.00	(.60)	100.01
NHC Loan Payments	1,628.65	13,203.41	70,400.00	57,196.59	18.75
Interest Expense	4,236.23	33,715.63	.00	(33,715.63)	.00
Food	1,641.52	46,382.71	70,000.00	23,617.29	66.26
Equipment & Furnishings	.00	40,261.92	61,000.00	20,738.08	66.00
Equipment Repairs	.00	325.13	6,000.00	5,674.87	5.42
Maintenance & Service Agreemts	113.51	4,056.63	9,500.00	5,443.37	42.70
Permits & Inspections	.00	400.22	700.00	299.78	57.17
Property Repairs/Maintenance	(133.28)	23,407.22	10,000.00	(13,407.22)	234.07
Cleaning/Laundry	167.98	7,123.67	6,000.00	(1,123.67)	118.73
Pest Control	530.00	1,375.00	1,000.00	(375.00)	137.50
Lawn Care	404.00	4,407.54	5,500.00	1,092.46	80.14
Trash	.00	1,097.13	2,000.00	902.87	54.86

01
 X

Description	Fiscal year thru period ending 01/31/2008				
	Month to Date Actual	Year to Date Actual	Annual Budget	Remaining Budget	% of Budget Used
Alarm System	.00	.00	500.00	500.00	.00
Telephone	822.62	5,628.02	9,000.00	3,371.98	62.53
Electricity	2,289.26	23,245.60	31,000.00	7,754.40	74.99
Gas	657.73	2,145.12	4,000.00	1,854.88	53.63
Water	410.47	2,051.79	3,500.00	1,448.21	58.62
Cable	335.87	2,641.45	4,000.00	1,358.55	66.04
Internet Expense	.00	.00	100.00	100.00	.00
House Supplies	243.17	9,947.20	15,000.00	5,052.80	66.31
Postage	.17	569.60	2,000.00	1,430.40	28.48
Other Expense	.00	.00	500.00	500.00	.00
NHC Participant Mngmt Expense	2,571.43	8,512.04	9,921.44	1,409.40	85.79
Convention Expense	.00	.00	2,000.00	2,000.00	.00
Total Expenditure	27,667.13	317,914.21	461,304.44	143,390.23	68.92
Excess Revenue over (under) Expenditures	106,523.26	85,834.11	17,035.56	68,798.55	503.85

013 ZETA OMICRON FUND

							Period ending January 31, 2008	
Date	Trans #	Jnl	Description	Ref 1	Ref 2	Ref 3	Amount	Balance
013 00-00 10300.000 Cash - Checking				** Continued **				
01/31/2008	38312	GJNLA	P/R - ADP Payexpert Fees	1/31/08	1/4/08	Debit Date	17.20CR	
01/31/2008	38321	GJNLA	Reversal of 38294T	AVD	2/1/08	Debit Date	17.20CR	
01/31/2008	38322	GJNLA	P/R - ADP Payexpert Fees	1/31/08	1/18/08	Debit Date	17.20CR	
01/31/2008	38324	ENSYC	PAY, Gaylord	1100			995.00	
01/31/2008	38324	ENSYC	PAY, Eisenbl	4998			995.00	
01/31/2008	38324	ENSYC	PAY, Longwel	460			995.00	
01/31/2008	38324	ENSYC	PAY, Hembrou	1828			995.00	
01/31/2008	38324	ENSYC	PAY, Harris,	9457			995.00	
01/31/2008	38324	ENSYC	PAY, Jones,	4574			1,375.00	
01/31/2008	38324	ENSYC	PAY, Munro,	0060763635			995.00	
01/31/2008	38324	ENSYC	PAY, Smith,	244			495.00	
01/31/2008	38324	ENSYC	PAY, Smith,	5032			500.00	
01/31/2008	38324	ENSYC	PAY, Thorson,	745			995.00	
01/31/2008	38324	ENSYC	PAY, Schatzbe	MC			995.00	
01/31/2008	38324	ENSYC	PAY, Pruet,	Visa			950.00	
01/31/2008	38324	ENSYC	PAY, Beische	Visa			995.00	
01/31/2008	38324	ENSYC	PAY, Fegen, K	Visa			995.00	
01/31/2008	38324	ENSYC	PAY, Nicks, K	MC			995.00	
01/31/2008	38348	GJNLA	Im Sweep Entry	01/08			74,188.25CR	
01/31/2008	38357	GJNLA	Sweep Credit Card's Visa & MC	01/08	Zeta	Omicron	43,358.00CR	
01/31/2008	38364	GJNLA	Unrest R/K				475.00	
013 00-00 10300.000 Cash - Checking			Ending balance				4,037.80	188,807.27CR
013 00-00 10325.000 Cash - Local Corp. Checking				Beginning balance				737.17
01/02/2008	37946	PURCH	of Sigma Kappa House	91736	entry		105.52	
01/15/2008	38109	FASST	Reversal of 38088T	V. Downs	Nov		114.28	
01/15/2008	38109	FASST	Reversal of 38088T	V. Downs	Dec		154.46	
01/31/2008	38327	GJNLA	Xfer to exp acct		ATM	2/1/07	223.34CR	
013 00-00 10325.000 Cash - Local Corp. Checking			Ending balance				150.92	888.09
013 00-00 10350.001 Cash Held by/(Owed to) NHC				Beginning balance				274,281.45
01/01/2008	38412	GJNLA	Auto due to/from				5,864.88CR	
01/02/2008	37946	PURCH	Auto due to/from				2,095.48CR	
01/04/2008	37951	PURCH	Auto due to/from				2,045.72CR	
01/07/2008	37972	PURCH	Auto due to/from				2,045.72	
01/08/2008	38025	PURCH	Auto due to/from				717.04CR	
01/09/2008	38051	PURCH	Auto due to/from				1,286.13CR	
01/11/2008	38060	PURCH	Auto due to/from				475.00CR	
01/14/2008	38080	PURCH	Auto due to/from				351.16CR	
01/16/2008	38133	ALLOC	Auto due to/from				696.66	
01/16/2008	38148	ALLOC	Reversal of 38133T	wrong post			696.66CR	
01/18/2008	38166	PURCH	Auto due to/from				180.00CR	
01/22/2008	38171	PURCH	Auto due to/from				404.00CR	
01/23/2008	38176	PURCH	Auto due to/from				2,625.13CR	
01/28/2008	38209	PURCH	Auto due to/from				250.00CR	
01/31/2008	38314	GJNLA	Auto due to/from				.88CR	
01/31/2008	38315	GJNLA	Auto due to/from				.88CR	
01/31/2008	38316	GJNLA	Auto due to/from				15.52CR	
01/31/2008	38326	GJNLA	Auto due to/from				39.32CR	
01/31/2008	38335	GJNLA	Auto due to/from				11.37CR	
01/31/2008	38348	GJNLA	Auto due to/from				74,188.25	

0 FUND

Date	Trans #	Jnl	Description	Ref 1	Ref 2	Ref 3	Period ending January 31, 2008 Amount	Balance
013 00-00	12600.000		Leasehold Improvements					14,468.31
013 00-00	12600.000		Leasehold Improvements				.00	14,468.31
013 00-00	20350.000		Unearned Program Fees					.00
01/24/2008	38231		ENSYC 013UPF, Dunard,	IM05301	IMIS		272.50CR	
013 00-00	20350.000		Unearned Program Fees				272.50CR	272.50CR
013 00-00	20550.000		NHC Loans					842,877.88CR
013 00-00	20550.000		NHC Loans				.00	842,877.88CR
013 00-00	20650.000		Room/Key Deposits					10,500.00CR
01/08/2008	38090		ENSYC 013RK, Carmody,	IM05301	IMIS		250.00CR	
01/08/2008	38090		ENSYC 013RK, Berenbach, lsey	IM05301	IMIS		250.00CR	
01/11/2008	38060		PURCH Megan l n	91947	entry		225.00	
01/11/2008	38060		PURCH Jenevieve	91948	entry		250.00	
01/24/2008	38231		ENSYC 013RK, Hobby, ke	IM05301	IMIS		250.00CR	
01/31/2008	38369		GJNLA ZO xfer to prop repairs	Megan Lev1		AVD	25.00CR	
01/31/2008	38382		GJNLA Reversal of 38369T	Megan Lev1		AVD	25.00	
01/31/2008	38384		GJNLA xfer from R/K	Megan Lev1			25.00	
013 00-00	20650.000		Room/Key Deposits				250.00CR	10,750.00CR
013 00-00	20775.000		Payroll Payable					77.58CR
013 00-00	20775.000		Payroll Payable				.00	77.58CR
013 00-00	20800.000		Property Taxes Payable					964.20CR
013 00-00	20800.000		Property Taxes Payable				.00	964.20CR
013 00-00	31000.000		Net Assets -					1,793,535.88CR
013 00-00	31000.000		Net Assets -				.00	1,793,535.88CR
013 10-16	41300.000		Interest - Checking					1,434.59CR
01/31/2008	38449		ALLOC Monthly Allocation of Interest	PASS			647.70CR	
013 10-16	41300.000		Interest - Checking				647.70CR	2,082.29CR
013 10-16	41450.000		Interest - Major Loans Allcatn					1,587.30CR
01/31/2008	38450		ALLOC	LLIA			149.30	
01/31/2008	38450		ALLOC	LLIA			299.27CR	
01/31/2008	38450		ALLOC	LLIA			144.66CR	
01/31/2008	38450		ALLOC	LLIA			8.52CR	
013 10-16	41450.000		Interest - Major Loans Allcatn				303.15CR	1,890.45CR
013 10-16	41750.000		Interest - H/F Fees					5,422.76CR
01/16/2008	38133		ALLOC Monthly Allocation of Interest				696.66CR	
01/16/2008	38148		ALLOC Reversal of 38133T	wrong post			696.66	
01/31/2008	38446		ALLOC Monthly Allocation of Interest	ADJIN			460.66CR	
013 10-16	41750.000		Interest - H/F Fees				460.66CR	5,883.42CR
013 10-18	42000.000		Parlor Fees					106,332.34CR
01/02/2008	38031		ENSYC 013PFFS, Stearns,	IM05301	IMIS		497.00CR	
01/02/2008	38031		ENSYC 013PFFS, Linman,	IM05301	IMIS		650.00CR	
01/02/2008	38031		ENSYC 013PFFS, Donahue,	IM05301	IMIS		995.00CR	
01/02/2008	38031		ENSYC 013PFFS, Hoyle, l	IM05301	IMIS		995.00CR	

01 ID							Period ending January 31, 2008	
Date	Trans #	Jnl	Description	Ref 1	Ref 2	Ref 3	Amount	Balance
013 20-20 52320.000			Cook(s) Salary					12,284.15
			Beginning balance					
01/30/2008	38255	GJNLA	P/R ADJ Cook	1/4/08	Paydate		1,094.40	
01/30/2008	38269	GJNLA	P/R ADJ Cook	2/1/08	Paydate		1,030.51	
01/31/2008	38302	GJNLA	P/R ADJ Cook	01/18/08	Paydate		984.96	
013 20-20 52320.000			Cook(s) Salary				3,109.87	15,394.02
			Ending balance					
013 20-20 52330.000			Maid(s) Salary					6,444.78
			Beginning balance					
01/30/2008	38255	GJNLA	P/R ADJ Maid	1/4/08	Paydate		699.20	
01/30/2008	38269	GJNLA	P/R ADJ Maid	2/1/08	Paydate		542.37	
01/31/2008	38302	GJNLA	P/R ADJ Maid	01/18/08	Paydate		587.40	
013 20-20 52330.000			Maid(s) Salary				1,828.97	8,273.75
			Ending balance					
013 20-20 52340.000			Kitchen Assistant(s) Salary					11,421.41
			Beginning balance					
01/30/2008	38255	GJNLA	P/R ADJ Kit. Assistant	1/4/08	Paydate		763.20	
01/30/2008	38269	GJNLA	P/R ADJ Kit. Assistant	2/1/08	Paydate		824.38	
01/31/2008	38302	GJNLA	P/R ADJ Kit. Assistant	01/18/08	Paydate		686.88	
013 20-20 52340.000			Kitchen Assistant(s) Salary				2,274.46	13,695.87
			Ending balance					
013 20-20 52400.000			Payroll Taxes (FICA/Medicare)					3,408.03
			Beginning balance					
01/30/2008	38255	GJNLA	P/R ADJ Taxes	1/4/08	Paydate		266.50	
01/30/2008	38269	GJNLA	P/R ADJ Taxes	2/1/08	Paydate		254.30	
01/31/2008	38302	GJNLA	P/R ADJ Taxes	01/18/08	Paydate		243.74	
013 20-20 52400.000			Payroll Taxes (FICA/Medicare)				764.54	4,172.57
			Ending balance					
013 20-20 52500.000			Payroll Taxes - Unemployment					315.77
			Beginning balance					
01/30/2008	38255	GJNLA	P/R ADJ Unemployment Taxes	1/4/08	Paydate		215.99	
01/30/2008	38269	GJNLA	P/R ADJ Unemployment Taxes	2/1/08	Paydate		206.10	
01/31/2008	38302	GJNLA	P/R ADJ Unemployment Taxes	01/18/08	Paydate		197.54	
013 20-20 52500.000			Payroll Taxes - Unemployment				619.63	935.40
			Ending balance					
013 20-20 52600.000			Health Ins./Workers Comp.					3,301.00
			Beginning balance					
01/28/2008	38209	PURCH	Margaret	92232	entry		250.00	
013 20-20 52600.000			Health Ins./Workers Comp.				250.00	3,551.00
			Ending balance					
013 20-20 52700.000			Employment & Training					886.59
			Beginning balance					
013 20-20 52700.000			Employment & Training				.00	886.59
			Ending balance					
013 20-22 53300.000			Rent					10,533.60
			Beginning balance					
013 20-22 53300.000			Rent				.00	10,533.60
			Ending balance					
013 20-22 53330.000			NHC Loan Payments					11,574.76
			Beginning balance					
01/01/2008	38412	GJNLA	New Ln SA Pmt Prin	01/01/08			1,628.65	
013 20-22 53330.000			NHC Loan Payments				1,628.65	13,203.41
			Ending balance					
013 20-22 53340.000			Interest Expense					29,479.40
			Beginning balance					
01/01/2008	38412	GJNLA	New Ln SA Pmt Int	01/01/08			4,236.23	
013 20-22 53340.000			Interest Expense				4,236.23	33,715.63
			Ending balance					
013 20-22 53400.000			Food					44,741.19
			Beginning balance					
01/02/2008	37946	PURCH	Shamrock Foods	91714	entry		1,522.28	
01/02/2008	37946	PURCH	Shamrock Foods	91715	entry		175.80	
01/02/2008	37946	PURCH	Shamrock Foods	91716	entry		144.27	

Run date: 02/21/2008 @ 09:32
Bus date: 02/21/2008

Sigma Kappa National Housing Corporation
Ledger Report

Select...: A013 XX-XX XXXXX.XXX
CSLEDGR.L50 Page 12

01 FUND

Date	Trans #	Jnl	Description	Ref 1	Ref 2	Ref 3	Period ending January 31, 2008 Amount	Balance
013 20-26 58500.000			NHC Participant Mngmt Expense					5,940.61
01/31/2008	38349	GJNLA	i PR Fees	01/08			23.00	
01/31/2008	38350	GJNLA	m Mgmt Fees	01/08			133.00	
01/31/2008	38451	ALLOC	Monthly gross income fees				2,415.43	
013 20-26 58500.000			NHC Participant Mngmt Expense				2,571.43	8,512.04
			Ending balance					

Tax Preparation Services

The NHC staff will prepare and file the appropriate tax returns for the local house corporation, including:

- Federal Return of Organization Exempt from Income Tax (990)
- Exempt Organization Business Income Tax Return (990T - as applicable)
- Information Return - Miscellaneous Income (1099)
- Annual Summary and Transmittal of U.S. Information Returns (1096)
- Request for Taxpayer Identification Number and Certification forms (W-9)
- Wage and Tax Statements (W-2)
- Transmittal of Wage and Tax Statement (W-3)
- State/Local Withholding Recap
- Quarterly Federal Tax Return (941)
- Annual Federal Unemployment Tax Return (940)
- State Unemployment Tax Return

The local corporation/property committee is responsible for preparing and filing any Personal Property Tax returns. Please check your local county and state requirements as some may require you to include items like house supplies and furniture. The NHC is available to assist with this process.

If a local corporation is a participator at the beginning of the fiscal year and the NHC has a complete year of financial records, the NHC will file year end returns. Participating corporations will be included in the NHC group tax exemption.

Annual Information Returns – Miscellaneous Income Form 1099s are required to be issued for certain vendors (generally excludes corporations) that a corporation has paid greater than \$600 in the calendar year. The NHC will file 1099s for current participators. Since new participators become part of the NHC at different points in the calendar year, if the information needed to file 1099's is not provided to the NHC staff during the transition process, the new participator is responsible for filing the 1099s for that calendar year.

Please give any coupons, forms or envelopes for corporation tax payments to the NHC staff. Remember to change the corporation mailing address to:

_____ House Corporation
c/o Sigma Kappa National Housing Corporation
8733 Founders Road
Indianapolis, IN 46268.

SIGMA KAPPA NATIONAL HOUSING CORPORATION
FEE SCHEDULE
EFFECTIVE JUNE 1, 2009

Management Fee: The NHC charges a monthly fee of **1.8%** of gross monthly revenue including interest earned.

The **Payroll Fee** is a **monthly** administrative fee based on the number of employees of the corporation. This fee is in addition to the Payroll Service fee charged by ADP.

1 - 5 employees = \$ 12.00	16 - 20 employees = \$34.00
6 - 10 employees = \$19.00	21 - 25 employees = \$40.00
11 - 15 employees = \$27.00	

The **Accounts Payable Fee** is a **monthly** charge based on the number of members at 5/31/XX and availability of meal service.

Participators with meal service:	Participators that don't serve meals:
1 - 75 members = \$26.00	1 - 75 members = \$20.00
76 - 150 members = \$33.00	76 - 150 members = \$26.00
151 - 200 members = \$40.00	151 - 200 members = \$33.00

The **Accounts Receivable Fee** is a **monthly** charge based on number of members at 5/31/XX, and is charged whether or not the members are invoiced. This charge covers one billing for each fee during the term. *

1 - 25 members = \$20.00	101 - 125 members = \$46.00
26 - 50 members = \$26.00	126 - 150 members = \$52.00
51 - 75 members = \$33.00	151 - 175 members = \$59.00
76 - 100 members = \$40.00	176 - 200 members = \$66.00

If you wish to have members remit payments directly to the NHC, there is an additional \$88.00 per month fee.

If the corporation or property committee prefers to have the members invoiced multiple times a term, there will be an additional fee of \$35.00 each month.

*Even if the invoices are not distributed to members, the NHC staff must set up open invoices in our database in order to post payments and generate reports.

The **Reconciliation Fee** is a **monthly** charge based on number of members at 5/31/XX. All participator accounts must be reconciled to the General Ledger.

1 - 50 members = \$20.00	101 - 150 members = \$33.00
51 - 100 members = \$26.00	151 - 200 members = \$40.00

Collection Services: Any individual debt that is turned over to the collection agency will result in a \$35.00 charge for collection processing services, in addition to fees charged by the agency.

Payment Schedule Worksheet: There will be a \$30.00 charge if not submitted by June 1st.

NOTE: Number of members is based on records of the Sigma Kappa Sorority NHQ as of 5/31/xx.
 This fee schedule is reviewed annually and any changes in fees will be effective as of June 1

If you need assistance, for budgeting purposes, in calculating what your monthly fee will be, contact the NHC office at (317) 872-3275 ext 5542.

Payroll Services

The National Housing Corporation has made arrangements with Automated Data Processing (“ADP”) to process payroll for participating local house corporations. Each corporation will have a separate account. ADP provides complete services, including payroll checks, journal reports, monthly/quarterly tax deposit, payment notices, annual reports such as W-2s, federal and state withholding recap reports, the 940 federal unemployment tax return, and supporting detail for the year's payroll.

The payroll service will make the necessary arrangements with the bank to transfer funds out of the corporation's NHC checking account each pay period. Since the local corporation board must be the employer of record, a checking account will be established in Indianapolis for each participating corporation, from which salaries and employee taxes will be paid using its **Employers Identification Number (EIN)**.

In order for the NHC staff to process the state and federal payroll taxes correctly, the local house corporation must supply the necessary tax identification numbers: the federal **Employers Identification Number (EIN)**, the **state withholding identification number** and the **state unemployment number** (requirements may vary from state to state). The NHC staff must have any documentation, such as coupons or quarterly tax forms that must accompany tax payments, in order to determine the appropriate taxation rates. These may vary from state to state. Some states require workers’ compensation coverage through a state agency, as opposed to Sigma Kappa coverage through M-J Insurance. If your state falls in this category, you **MUST** advise your NHC Corporation Coordinator and the NHC staff of your current coverage to ensure its continuation.

All the payroll tax information must be forwarded as part of the financial transition checklist requirements, as a delay could result in late payments to staff and tax penalties for the local house corporation. Any questions about this process should be directed to the NHC staff. Allow two weeks for services to be established.

Your corporation can elect to run payroll biweekly or monthly; however all employees must be paid the same way.

Once the account with ADP is established, the employees will be set up as either salary or hourly. If they are set up as hourly, they will be using the eTIME system. eTIME is the system for collecting employee hours worked. Prior to being set up with eTIME, you will select a phone which all employees have access to, usually in the kitchen, to be designated as the eTIME phone. You will give that phone number to the NHC Staff Accountant. Once it is set up, your house director will be given the badge number and pass code for each of her employees. At that time the employees will be able to clock in/out using the phone system. You can find the instructions for clocking in/out on page P4. Should an employee forget to clock in/out they need to notify their house director immediately. If the employee forgets to notify their house director, the NHC Staff Accountant will email the house director for any missed hours. All missed hours must be sent via email to the staff accountant by 8 a.m. eastern time on the Monday of a payroll week.

If your employee is salaried, they will be set up with ADP, and automatically processed either bi-weekly or monthly.

For new hires the employee must complete the Federal W-4 Employee's Withholding Allowance Certificate, Federal I-9 Employment Eligibility Verification and State W-4 Employee's Withholding Allowance Certificate. This paper work and written notification of employees payrate **MUST** be submitted to NHC office by mail, fax or email at least one day **PRIOR** to their first day on the job. New hires are strongly encouraged to sign up for direct deposit, unless they provide proof of ineligibility to obtain a checking or savings account.

After payroll is processed, the payroll checks and reports will be generated and delivered to the NHC office. Once the payroll arrives, it will be set up for distribution. Because all employees should be on direct deposit the pay stubs will be mailed via regular mail to the chapter house. Once the voided pay stubs are received by the house director, she will pass them out to the employees.

Should there be an employee who is not able to obtain a checking or savings account in your house, then all your checks will come via an overnight or second day air carrier to the chapter house. **The overnight expense is estimated at \$350 annually.** Payroll delivery may be affected by shipping delays beyond the control of the NHC (hurricanes, blizzards, strikes, etc.). If the NHC is instructed to send live checks to an employees home, the check will be mailed certified. This will cause a slight increase in postage expense.

Copies of the current ADP payroll service forms are available from NHC. Please review them prior to implementing the NHC payroll process, and call the NHC office to discuss your account if you have questions.

ADP makes all required tax reporting and deposits monthly and quarterly. They also issue the W-2 at the end of the year.

Employee Reporting Form

Company Code: _____ New Hire _____ Re-Hire (previous employee # _____) Change _____

Employee Information:

Direct Deposit Enrollment:

Department Number: _____

Date: _____

Employee Name: _____

Employee Signature: _____

Rate of Pay:

Employee may choose multiple accounts:

Hourly _____

1) Bank Name/City/State: _____

Salary _____

Social Security Number: _____

Chkg ___ Svgs ___ Acct. # _____

Married or Single: _____ # of Exemptions: _____

Deposit amt _____ or Entire net amt _____

Date of Birth: _____

2) Bank Name/City/State: _____

Date of Hire: _____

Street Address: _____

Chkg ___ Svgs ___ Acct. # _____

City, State & Zip: _____

Deposit amt _____ or Remaining net _____

Telephone #: _____

Payroll Schedule: Bi-Weekly _____

Monthly _____

Pay this time: Hours: _____

Salary this time: _____

If the employee requests a flat tax rate or extra withholdings, call the NHC office at Sigma Kappa NHQ, 317-872-3275.

If the employee lives and works in two different states, call the NHC office at Sigma Kappa NHQ, 317-872-3275.

Direct Deposit Enrollment Form

To enroll in Direct Deposit, simply fill out the attached form and fax to the NHC office at (317) 876-7996. Attach a **VOIDED CHECK** for each account listed below. This is required in order to set up your account.

Important! Please read and sign before completing and submitting.

I hereby authorize my employer (hereinafter "Company") to deposit any amounts owed me by initiating credit entries to my accounts at the financial institutions (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and credit any entries indicated by Company to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Company and Bank have received written notice from me of its termination in such time and in such manner as to afford Company and Bank reasonable opportunity to act on it.

Employee Name: _____ Social Security #: _____

Employee Signature: _____ Date: _____

Company Name: _____

Account Information

You may choose up to 3 accounts. Your last item must be for the remaining amount owed to you.

1. Bank Name/City/State: _____

Checking Savings Account Number: _____

ABA Transit Number: _____

I wish to deposit: \$ _____ or Entire Net Amount

2. Bank Name/City/State: _____

Checking Savings Account Number: _____

ABA Transit Number: _____

I wish to deposit: \$ _____ or Remaining Net Amount - Deposit or Check

3. Bank Name/City/State: _____

Checking Savings Account Number: _____

ABA Transit Number: _____

I wish to deposit: \$ _____ or Remaining Net Amount - Deposit or Check

Sigma Kappa Housing Awards of Distinction
Award Criteria for Corporations

Points Awarded	Possible Points
Minimum Requirements (Must meet all in order to be eligible for award)	
<input type="checkbox"/>	Annual meeting notice sent; annual meeting held; minutes sent to CC/CL
<input type="checkbox"/>	State tax return filed (where required)
<input type="checkbox"/>	Annual registration filed with state
<input type="checkbox"/>	Personnel report is submitted annually
<input type="checkbox"/>	Quarterly financial reports are completed and sent to the Corporation Liaison (Non-NHC corporations only)
<input type="checkbox"/>	IRS 990 filed annual (Non-NHC corporations only)
Safe and Attractive Accommodations	
Life Safety	1 <i>or</i> One fire drill held during the school year
	2 One fire drill held each semester (or two out of three terms)
	1 Smoke detectors are installed and tested each year
	1 The property has at least one carbon monoxide detector
Security	1 Exterior doors are self-closing & locking
	1 Emergency exits have alarms
Management of building & redecorating projects	1 Building & redecorating project plans anticipated to cost more than \$2400 are sent to the CC/CL for review and approval
	1 Three bids are secured for building & redecorating projects (or waiver of requirement approved by CC/CL)
	1 At least one property improvement project has been completed during the year
Long-range plan	2 Written long-range plan is developed and on file with a copy to the CC/CL
	1 Projects are completed annually per the long-range plan
0	Possible points this section 12
Fiscal Responsibility	
Budgeting	3 <i>or</i> Balanced budget is submitted by August 1
	2 Balanced budget is submitted by September 1
	2 Actual year-end expenses (previous year) were less than or equal to revenues
Property Inventory	2 Property inventory is filed annually
Maintain full occupancy	2 Chapter housing is full or chapter is billed for empty spaces
Contract	1 Room and board contract is submitted annually for review by CC/CL
	1 <i>or</i> Accounts receivable more than 30 days in arrears do not exceed 2% of annual revenue (Room & Board, Housing/Furnishing, parlor fees, meal plans)

Sigma Kappa Housing Awards of Distinction
Award Criteria for Corporations

Points Awarded	Possible Points	
	2 <i>or</i>	Accounts receivable more than 30 days in arrears do not exceed 1.5% of annual revenue (Room & Board, Housing/Furnishing, parlor fees, meal plans)
	3	Accounts receivable more than 30 days in arrears do not exceed 1% of annual revenue (Room & Board, Housing/Furnishing, parlor fees, meal plans)
Financial Reports	2	A complete financial report (income statement, balance sheet, and list of members in arrears) is given at each CB meeting and is documented in the minutes
Financial Responsibility Forms	2	Financial responsibility forms are collected from members and kept on file as required
	1	Financial responsibility form is submitted annually for review by CC/CL
Collection Procedures	1	Corporation works with the chapter to place members in arrears on AFS
	1	Corporation utilizes collections procedures
Reserves	1 <i>or</i>	Corporation maintains reserves (H/F; Savings; Investments) of at least 25% of annual expenses
	2	Corporation maintains reserves (H/F; Savings; Investments) of at least 50% of annual expenses
Housing/Furnishing Fund	1	Corporation charges Housing/Furnishing Fees as required by National Policy
Competitiveness and Adequacy of Charges	1	CB documents in minutes on an annual basis that it has reviewed fees for local competitiveness and adequacy to meet expenses and adjusts fees accordingly
Check-in and Check-out Procedures	1	Corporation utilizes and documents check-in procedure
	1	Corporation utilizes and documents check-out procedure
0	26	Possible points this section
Volunteer Participation and Development		
Board Composition	1	Full board is maintained per bylaws
	1	An AB liaison participates on the the CB
Communication with Advisory Board	1 <i>or</i>	One joint meeting is held with the AB during the year
	2	Two joint meetings are held with the AB during the year
Collegiate Representatives	1	Collegiate representatives participate in all CB meetings
Convention/COTS	1 <i>or</i>	One CB member attends housing workshops at Convention/COTS
	2	Two or more CB members attend housing workshops at Convention/COTS
0	7	Possible points this section

Sigma Kappa Housing Awards of Distinction
Award Criteria for Corporations

Points Awarded	Possible Points	
Communication		
	1	CB meetings are held at least quarterly
Corporation Board Meetings	1	Minutes for all CB meetings are submitted to the CC/CL within two weeks of the meeting
	1 <i>or</i>	CB maintains satisfactory communication with CC/CL and responds in a timely manner to all correspondence/inquires from the NHC and/or CC/CL
Communication with NHC and/or CC/CL	2	CB maintains outstanding communication with CC/CL and responds in a timely manner to all correspondence/inquires from the NHC and/or CC/CL
	1	House rules are annually distributed and reviewed with the chapter
House Rules		
0	5	Possible points this section
0	50	Regular Points

Bonus Points		
	1 <i>or</i>	Property is partially sprinkled and/or there is a plan in place for installing sprinklers in the near future
Sprinkler System	2	Property is 100% sprinkled
	1	House director contract is submitted annually for review by CC/CL (if applicable); if no house director, exemption has been approved and is on file with CC/CL
House Director contract		
	1	Annual audit performed by a Certified Public Accountant (Non-NHC corporations only)
Audit		
	2	CC/CL may award up to 2 additional points for activities or accomplishments not addressed in the criteria (e.g., newsletters, parent orientation programs)
Miscellaneous		
0		Bonus Points
0		TOTAL POINTS

Award Levels (50 points possible)

45+ Gold
40-44 Silver
35-39 Bronze

Sigma Kappa Housing Awards of Distinction
Award Criteria for Property Committees

Points Awarded	Possible Points	
Minimum Requirements (Must meet all in order to be eligible for award)		
<input type="checkbox"/>		Personnel report is submitted annually
Safe and Attractive Accommodations		
	1 or	One fire drill held during the school year
	2	One fire drill held each semester
Life Safety	1	Smoke detectors are installed and tested each year
	1	The property has at least one carbon monoxide detector
Security	1	Exterior doors are self-closing & locking
	1	Emergency exits have alarms
	1	Building & redecorating project plans anticipated to cost more than \$2400 are sent to the CC/CL for review and approval
Management of building & redecorating projects	1	Three bids are secured for building & redecorating projects (or waiver of requirement approved by CC/CL)
	1	At least one property improvement project has been completed during the year
Long-range plan	2	Written long-range plan is developed and on file with a copy to the CC/CL
	1	Projects are completed annually per the long-range plan
0	Possible points this section	12
Fiscal Responsibility		
Budgeting	3 or	Balanced budget is submitted by August 1
	2	Balanced budget is submitted by September 1
	2	Actual year-end expenses (previous year) were less than or equal to revenues
Property Inventory	2	Property inventory is filed annually
Maintain full occupancy	2	Chapter housing is full or chapter is billed for empty spaces
Accounts Receivable	1 or	Accounts receivable more than 30 days in arrears do not exceed 2% of annual revenue (Room & Board, Housing/Furnishing, parlor fees, meal plans)
	2 or	Accounts receivable more than 30 days in arrears do not exceed 1.5% of annual revenue (Room & Board, Housing/Furnishing, parlor fees, meal plans)
	3	Accounts receivable more than 30 days in arrears do not exceed 1% of annual revenue (Room & Board, Housing/Furnishing, parlor fees, meal plans)
Financial Reports	2	A complete financial report (income statement, balance sheet, and list of members in arrears) is given at each committee meeting and is documented in the minutes
Financial Responsibility Forms	2	Financial responsibility forms are collected from members and kept on file
	1	Financial responsibility form is submitted annually for review by CC/CL
Collection Procedures	1	Property committee works with the chapter to place members in arrears on AFS
	1	Property committee utilizes collections procedures
Reserves	1 or	Committee maintains reserves (H/F; Savings; Investments) of at least 25% of annual expenses
	2	Committee maintains reserves (H/F; Savings; Investments) of at least 50% of annual expenses
Housing/Furnishing Fund	1	Committee charges Housing/Furnishing Fees as required by National Policy
Competitiveness and Adequacy of Charges	1	Committee documents in minutes on an annual basis that it has reviewed fees for local competitiveness and adequacy to meet expenses and adjusts fees accordingly
Check-in and Check-out Procedures	1	Committee utilizes and documents check-in procedure
	1	Committee utilizes and documents check-out procedure
0	Possible points this section	25
Volunteer Participation and Development		
Committee Composition	1	Full committee is maintained
	1	An AB liaison participates on the the committee
Communication with Advisory Board	1 or	One joint meeting is held with the AB during the year
	2	Two joint meetings are held with the AB during the year
Collegiate Representatives	1	Collegiate representatives participate in all committee meetings
Convention/COTS	1 or	One committee member attends housing workshops at Convention/COTS
	2	Two or more committee members attend housing workshops at Convention/COTS
0	Possible points this section	7

Communication		
Property Committee Meetings	1	Committee meetings are held at least quarterly
	1	Minutes for all committee meetings are submitted to the CC/CL within two weeks of the meeting
Communication with NHC and/or CC/CL	1 or	Committee maintains satisfactory communication with CC/CL and responds in a timely manner to all correspondence/inquires from the NHC and/or CC/CL
	2	Committee maintains outstanding communication with CC/CL and responds in a timely manner to all correspondence/inquires from the NHC and/or CC/CL
House Rules	1	House rules are annually distributed and reviewed with the chapter
0	Possible points this section	5
0	Regular Points	49

Bonus Points		
Miscellaneous	2	CC/CL may award up to 2 additional points for activities or accomplishments not addressed in the criteria (e.g., newsletters, parent orientation programs)
0	Bonus Points	
0	TOTAL POINTS	

Award Levels (49 points possible)

45+ Gold
 39-44 Silver
 34-38 Bronze

Sample Employee Handbook

The NHC encourages each local house corporation to develop an employee handbook for its use. An employee handbook is a way of documenting company rules, policies and procedures and generally acquainting employees with the way an employer conducts its business. Each NHC director has a copy of a basic handbook and will work directly with any corporation that wishes to develop an employee handbook.

It is absolutely essential that each local corporation consults an attorney or appropriate state agency to obtain relevant information on employment regulations for its state. Some state agencies (Department of Labor, Employment Security Commission, Workforce Development office) have employer relation specialists who will assist with the development of employee handbooks at no charge.

Directions for use of the Local Corporation Employee Handbook

The original intent was for the sample employee handbook to be a section of the TEAM manual. However, since our local corporation tends to photocopy sample documents and “fill in the blanks”, issuance of an employee handbook that may not be modified to adhere to local laws and regulations could expose the NHC to unwanted liability. Therefore, each NHC director will have a copy of the basic handbook and is to work directly with any corporation that wishes to develop an employee handbook. A copy of the sample handbook must not be shared with local corporations in its entirety.

Additional Areas that May be Addressed in the Sample Employee Handbook

1. Confirm whether the state in which the corporation is located is an “at will” employment state. If there are state laws that govern under what circumstances and/or procedures for terminating an employee, these should be included in the employee handbook.
2. Workers’ compensation varies from state-to state. Issues that may be addressed in an employee handbook include:
 - a. The procedure for reporting injuries;
 - b. The specific time frame for notifying the employer of an injury;
 - c. The length of time an employee’s job will be held pending the return of an injured worker;
 - d. The documentation required to approve an employee’s return to work.
3. Provisions for jury duty and witness leave. Most states require employers to allow employees to fulfill civic obligations for jury duty without adverse repercussions. Employers may or may not be required to compensate the employee for time missed. Employees must be required to present a summons or subpoena as soon as it is received.
4. If not included in the employee’s job description, hours and days of work, as well as scheduled holidays and house closures must be in the handbook.
5. Allowances for vacation, sick, military or personal leave and whether paid or unpaid, if applicable.
6. Specific policies for performance evaluations and pay increases.
7. Attire, if applicable.
8. Access to and use of corporation property; i.e. issuance of keys or security codes; where lunch or other breaks may be taken; parking, etc.
9. Severe weather policy and expectations for notification if an employee is unable to report to work.
10. Health insurance coverage, if applicable.

Local House Corporation Employee Handbook

The handbook is not a contract. No provision in this handbook is intended to create a contract between any employee and _____ (insert legal name of corporation) _____ House Corporation. ("Corporation") or to limit the rights of the corporation and its associates to terminate the employment relationship at any time, with or without cause. This handbook is a general statement of policy only, to be modified and applies by the corporation at its discretion.

Introduction

This is a summary of employment information for employees. Please read it thoroughly and retain it for future reference.

Every company has established certain guidelines designed to reflect good business practices. It is the same goal of the _____ (insert legal name of corporation) _____ Board of Directors to define policies and explain expectations to ensure understanding and cooperation. With this in mind, you are expected to be:

- On time and alert when scheduled to be working;
- Careful and conscientious in performance of tasks and duties;
- Thoughtful and considerate of other people;
- Courteous and helpful both when dealing with other employees and especially when assisting collegiate members, alumnae and guests.

Terms of Employment

Employment procedures

All applicants eligible to be hired promoted or transferred are required to complete a written application form provided by the Corporation. When a staff position is created or becomes vacant, qualified applicants will be considered for personal interview scheduling. Falsification or misrepresentation of employment application data may be grounds for immediate dismissal without termination benefits or elimination of consideration for employment.

Job Classifications and Descriptions

Exempt employees, which include management and administrative personnel, hold salaried positions and exempt from overtime pay under state and federal law.

Non-exempt employees are paid by the house, rounded to the nearest quarter hour and are eligible for overtime pay under state and federal law.

Each position has a job description, and has been classified as exempt or non-exempt on the basis of the duties and responsibilities of the job. The Corporation may require employees to undergo physical examination, including drug and/or alcohol testing, to determine whether they are capable of performing their job functions with or without reasonable accommodation.

Daily Hours of Work

Work schedules will be determined by the House Director, and will be changed as needed. The Corporation expects employees to arrive at work on time and to complete a full work shift each working day. If unable to report to work, the employee or a representative of the employee must contact his/her supervisor within 30 minutes of scheduled start time to notify the supervisor of a late arrival or intended absence. Frequent tardiness or absenteeism may result in disciplinary action up to and including termination.

Each employee is responsible for accurately recording her/his hours worked for payroll purposes. Falsification of a time record is a breach of _____(*insert legal name of corporation*) _____'s policy, and may result in disciplinary action.

Personnel Files and Data

The Corporation maintains personnel files for each employee. These files contain employment information such as rate of pay, date of hire and disciplinary actions. An employee may review his/her file once a year upon request and with the consent of the Corporation. Employees may not remove or copy any material from their files.

All employees must notify the Corporation immediately if there is any change in the following:

- Address and telephone number;
- Legal name;
- Marital status;
- Withholding exemptions.

Compensation

Salary Disbursement

All Employees will be paid by check biweekly. Employees are strongly encouraged to sign up for a direct deposit program. In order to receive a paycheck, each employee must complete a time sheet and submit it to his/her supervisor at the conclusion of the pay period. Checks will be issued the following Friday.

Each employee's earnings and payroll deductions are shown on the statement with your paycheck. Deductions that may be required or requested are listed below:

- Federal income tax
- State income tax
- Social Security tax (FICA)
- State disability insurance (varies by state)
- Garnishments/wage attachments

If you have any questions, see the House Director or Corporation Treasurer.

Expenses

Written approval from his/her supervisor must be secured prior to any employee committing personal resources for the Corporation business for which reimbursement is sought. All receipts for approved expenses are to be submitted to the Corporation Treasurer for approval prior to reimbursement.

Anti-Harassment Policy

It is the policy of the Corporation that all employees have a right to work in an environment where the dignity of each individual is respected. Harassment due to race, color, sex, sexual orientation, religion, creed, age, national origin, physical or mental disability, veteran's status, or any other status protected under applicable local, state, or federal law is prohibited. Such harassing behavior should be avoided because conduct appearing to be welcomed or tolerated by an employee may be very offensive to another employee.

Substance Abuse Policy

The Corporation expects its employees to arrive at work ready to perform their duties in an efficient and professional manner. Employees must not come to work under the influence of alcohol or illegal drugs. Employees taking prescribed or over the counter medication that may impair work performance must inform the Corporation.

It is the employee's responsibility to determine from the physician whether or not the prescribed drug would impair job performance. Any failure to report the use of such drugs or other substances, or failure to provide proper evidence of medical authorization, can result in a disciplinary action.

The Corporation reserves the right to request drug or alcohol testing when it has reasonable suspicion of use. Where the Corporation has a reasonable suspicion that an employee is under the influence of alcohol or drugs, the employee in question will be asked to submit to discovery testing, including urinalysis or blood screen to identify any involvement with alcohol or drugs. Any accident involving property damage or physical injury may also be cause for discovery testing for drugs and alcohol.

An employee who refuses to submit to discovery testing for alcohol and drugs will be subject to immediate suspension or discharge.

The Corporation reserves the right to determine whether reasonable suspicion exists, the level of discipline to be applied and whether the employee should be given the opportunity to participate in a drug and alcohol program.

Failure to comply with any part of this policy may result in disciplinary action, up to and including termination.

Performance Evaluation

Performance evaluations should be scheduled to correspond with the annual anniversary of an individual's employment with the Corporation, or as otherwise necessary. In the first six months of employment, corporation employees should expect more frequent evaluation.

Purposes of Performance Evaluation

- Review and record overall job performance.
- Clearly identify strengths and weaknesses of overall job performance and areas in which performance could be improved.
- Review job responsibilities and if appropriate revise.
- Set performance goals for next review period.
- Wage increase may or may not be annual, depending on employee performance at the Corporation's discretion.

A supervisor may meet with you at any time during the year to provide counseling intended to point out deficiencies or to help improve your performance.

Counseling for Performance Needing Improvement

- Any time your supervisor feels your performance needs improvement; such meetings can be scheduled.
- General discussions regarding unsatisfactory performance, corrective action and/or termination are documents.

Discipline

While your employment relationship is "at will", you should expect disciplinary action up to and including termination for the following:

- Illegal activity on Corporation property or during work time.
 - Behavior with the intent to harm, or threats to cause harm to the Corporation, employees of the Corporation, collegiate and alumnae members, or its suppliers.
 - Conduct prohibited by the Anti-Harassment policy.
 - Willful damage to the Corporation's property or reputation.
 - Theft or misappropriation of the Corporation's property.
-
- Direct insubordination, internal disregard of, or refusal to carry out reasonable instructions issued by employee's supervisor or the Corporation Board of Directors.

- Falsification of employment records or time cards.
- Unauthorized or unexcused absence.
- Unauthorized disclosure of confidential information.
- Conduct prohibited by the drug and alcohol policy.

Employee Complaint Process

If you have a complaint while in the employment of the Corporation, you have the right to file a complaint and the Board of Directors will help you resolve the problem.

- Talk to your immediate supervisor about the problem.
- If you are unable to resolve the problem with your supervisor in a reasonable amount of time, contact the Corporation Board President.
- The Board of Directors will review the problem.

Resignation/Termination

It is the Corporation's policy to make a reasonable effort to retain good employees. However, employment with the Corporation is not guaranteed for any specific or minimum period of time. Just as the employee is free to leave for any reason, with or without cause, the Corporation also reserves the right to terminate the relationship with any employee, with or without cause or notice.

Employees are "at will" employees and are free to resign at any time. Any employee of the Corporation who wishes to resign should notify his/her supervisor at least two weeks before the expected departure date. Each employee should give written notice of resignation.

All employees are expected to meet acceptable performance levels and to maintain satisfactory working relationships with co-workers and supervisors. In an attempt to correct unacceptable behavior and/or work performance problems at an early stage, supervisors may utilize verbal counseling, written warnings and suspension, with or without pay. Notwithstanding the foregoing, the Corporation reserves the right to terminate any employee at any time for any reason.

Safety

The Corporation expects its employees to conduct themselves in a safe manner at all times. All employees are expected to use good judgment in their actions and observe all safety rules posted in various areas. All safety violations and on the job injuries must be reported immediately to your supervisor. All accidents and/or injuries of any nature, regardless of how minor, must be immediately reported to the employee's supervisor and the employee's supervisor will follow up with a written report to the Board of Directors.

Additionally, all employees are encouraged to report any unsafe working conditions to the House Director.

Other Employee Absences

Jury and witness duty leave

An employee called for jury duty will be compensated for the difference between the amount of money they would have earned and the amount they are paid by the Court or paid for their jury leave.

To qualify for jury or witness duty leave, an employee must submit to his/her supervisor a copy of the summons to serve as soon as it is received.

Other Corporation Policies

Scope of Authority

Employees' authority is limited to the duties and functions set forth in their job descriptions. All employees should be careful not to make any representations, promises, or commitments which they are not authorized by their job description to make. If you have any doubts about the scopes of your position or authority, please check with your supervisor. Failure to adhere to this policy is grounds for disciplinary action up to and including dismissal.

Confidential Information

Certain types of information about the Corporation, including personnel information, are highly confidential. Only certain persons have access to this information. The disclosure of such confidential information would significantly harm the organization's interests. Employees are forbidden to disclose any private business of the organization or other confidential information learned in the course of employment to individuals not employed by the organization, except with the employer's written permission. Employees who violate the Corporation's confidentiality rules will be subject to discipline, up to and including immediate discharge. It is the employee's responsibility to insure that there is no conflict of interest between their work and outside activities and interests. Likewise, if an employee leaves the Corporation or is terminated, he or she is not permitted to disclose any information that the Corporation considers to be confidential.

Smoking

It is the Corporation's intention to provide a healthy workplace for employees, and for that reason the Corporation has implemented a smoke free environment. Smoking on any portion of the property is prohibited.

Personal Phone Calls

The Corporation recognizes there may occasionally be times when employees must make or receive personal calls during working hours. These calls should be brief and kept to a minimum.

Acknowledgement

I, _____ acknowledge that I have received and read the _____ (insert corporation name) _____ Employee Handbook. I have read and understand its provisions. I understand and acknowledge that the employee handbook does not constitute a contract, and that my employment may be terminated by me or by the _____ (insert corporation name) _____ at any time. This handbook is a general statement of policy only, to be modified and applied by the Corporation at its discretion.

Employee Signature

Date

INSERT ANNUAL SUPPLIES