

**FRATERNITY/SORORITY FINANCIAL REPORT  
Fall 2008**

FRATERNITY/SORORITY: \_\_\_\_\_

Please fill in the blanks with **the financial figures reflecting the costs for THIS ACADEMIC YEAR.**

**A. PLEDGE/ASSOCIATE/NEW MEMBER FEE**

1. The pledge/associate/new member fee for our chapter is \$\_\_\_\_\_.
2. The pledge/associate/new member fee is payable:  
\_\_\_\_ At the time of pledging  
\_\_\_\_ During the pledge/new member period  
\_\_\_\_ Other (specify when \_\_\_\_\_)
3. Our pledge/associate/new member period is \_\_\_\_\_ weeks long.
4. **For fraternities only:** This does (\_\_\_\_) or does not (\_\_\_\_) include the \$50 IFC new member fee.

**B. INITIATION FEE**

1. The initiation fee for our chapter is \$\_\_\_\_\_.
2. This does (\_\_\_\_) or does not (\_\_\_\_) include the badge. If not, the badge fee is \$\_\_\_\_\_.
3. This initiation fee is payable (specify when) \_\_\_\_\_.

**C. BUILDING OR HOUSING FUND**

1. Our chapter does (\_\_\_\_) or does not (\_\_\_\_) have a building or housing fund.
2. If yes, our building fund is \$\_\_\_\_\_ and is payable (specify when) \_\_\_\_\_.

**D. HOUSE BILLS**

1. Room and board for our chapter is \$\_\_\_\_\_ per (specify month, semester, or year) \_\_\_\_\_ for members living **in the house**.
2. How many months or payments per year? \_\_\_\_\_

3. Please specify all individual costs that are INCLUDED in the room and board payment amount listed above \_\_\_\_\_

\_\_\_\_\_  
(i.e. national/international dues, damage deposit, social fees, parking, etc.)

4. **Out-of-house members** pay \$\_\_\_\_\_ per (specify month, semester, or year) \_\_\_\_\_, which covers \_\_\_\_\_

\_\_\_\_\_  
(specify meals, national/international dues, social or intramural participation, damage deposit, etc.)

5. We do (\_\_\_\_) or do not (\_\_\_\_) assess a room/damage deposit. If yes, our damage deposit is \$\_\_\_\_\_, paid (specify when) \_\_\_\_\_.

6. Additional member costs, which are not included in the room and board or out-of-house amounts listed above, are as follows (attach additional pages if necessary):

\$\_\_\_\_\_ \_\_\_\_\_  
(Amount per month) (Reasons for assessment)

\$\_\_\_\_\_ \_\_\_\_\_

\$\_\_\_\_\_ \_\_\_\_\_

E. SALARIES

1. Our housemother is paid \$\_\_\_\_\_ per (specify month, semester, or year) \_\_\_\_\_ gross.

2. She has the following fringe benefits which are paid for by the chapter and are NOT included in her gross salary listed above: (e.g. insurance, activity/sports tickets, car allowance, cable TV, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

3. She is on a \_\_\_\_\_ month contract.

4. Her responsibilities include: \_\_\_\_\_ serving as chapter hostess  
\_\_\_\_\_ planning menus  
\_\_\_\_\_ ordering food  
\_\_\_\_\_ Bookkeeping  
\_\_\_\_\_ Supervising kitchen staff  
\_\_\_\_\_ cooking  
\_\_\_\_\_ Other (specify)

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5. For tax purposes, we figure her room and board to be worth \$\_\_\_\_\_ per month.
  6. Our head cook is paid \$\_\_\_\_\_ per (specify hour, week, month, semester, or year) \_\_\_\_\_. She/he works approximately \_\_\_\_\_ hours per week.
  7. Our assistant cook is paid \$\_\_\_\_\_ per (specify hour, week, month, semester, or year) \_\_\_\_\_. She/he works approximately \_\_\_\_\_ hours per week.
  8. **For sororities only:** Our houseboys are paid \$\_\_\_\_\_ per hour. We employ \_\_\_\_\_ houseboys.
  9. The following chapter officers receive a salary (attach additional pages if necessary):

\_\_\_\_\_ \$\_\_\_\_\_ per (wk, mo, sem, yr)

\_\_\_\_\_ \$\_\_\_\_\_ per (wk, mo, sem, yr)

\_\_\_\_\_ \$\_\_\_\_\_ per (wk, mo, sem, yr)

10. Does your chapter have any additional employees? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(e.g. housekeepers, dieticians, etc.)

\_\_\_\_\_ \$\_\_\_\_\_ per (wk, mo, sem, yr)  
(responsibilities)

\_\_\_\_\_ \$\_\_\_\_\_ per (wk, mo, sem, yr)

\_\_\_\_\_ \$\_\_\_\_\_ per (wk, mo, sem, yr)

#### F. MISCELLANEOUS

1. The amount of rent our chapter pays to the house corporation/alumni/ae association/national housing corporation is \$\_\_\_\_\_ per (month, semester, year).
2. Our total chapter budget expenses **for the year** are \$\_\_\_\_\_.
3. Our per-person per year national/international dues are \$\_\_\_\_\_.
4. The following chapter members are on probation (financial, behavioral, other) and are considered temporarily inactive (attach additional sheets if necessary):

\_\_\_\_\_ as of: \_\_\_\_\_ until: \_\_\_\_\_  
\_\_\_\_\_ as of: \_\_\_\_\_ until: \_\_\_\_\_  
\_\_\_\_\_ as of: \_\_\_\_\_ until: \_\_\_\_\_  
\_\_\_\_\_ as of: \_\_\_\_\_ until: \_\_\_\_\_

5. The following members have been permanently expelled from the chapter for financial reasons (attach additional sheets if necessary):

\_\_\_\_\_ as of: \_\_\_\_\_ until: \_\_\_\_\_  
\_\_\_\_\_ as of: \_\_\_\_\_ until: \_\_\_\_\_  
\_\_\_\_\_ as of: \_\_\_\_\_ until: \_\_\_\_\_  
\_\_\_\_\_ as of: \_\_\_\_\_ until: \_\_\_\_\_

6. Our chapter does (\_\_\_\_) or does not (\_\_\_\_) work with an outside collection agency to collect bad debts from our members. If yes, the company we work with is:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

7. The approximate amount of uncollectible debt for our chapter during the 2004-2005 academic year was: \$\_\_\_\_\_

To the best of my knowledge, the above report reflects an accurate indication of all charges made against a pledge/associate or member of my chapter during the school year.

Signed: \_\_\_\_\_  
Chapter Treasurer or Chapter Advisor Date

Print name: \_\_\_\_\_