

Community Finance and Facilities
Revised August

Summary: This process describes budget preparation for fraternities. The College will bill all students for housing and dining costs and provide the fraternity an amount to its membership costs and an average cost per fraternity member for governance, campus activities, and hosting services if reasonably performed by the fraternity. For those fraternities that provide in-house food services, the College will also provide an annual established amount per person for food service costs incurred by the fraternity, contingent upon meeting the minimum expectation of providing hot, quality meals per

Step	What To Do	Who	How to Do It
1	Communicate program cost allowance per member to be paid to the fraternity for the following academic year.	Director of	Work with the Budget Officer & Treasurer, and Associate... and... fraternity leader... Communicate rates and... to fraternity treasurers and the fraternity advisor.
2	Develop proposed budget for the following academic year, with estimates of membership fees/costs.		

6	Complete and submit facilities needs request (furnishings, improvements, and capital projects).	Fraternity Treasurers	Identify specific furnishings or projects desired for prioritization on the scheduled due date (early spring). Most repairs and renovations at the College are conducted
---	---	-----------------------	--

	membership roster.		Ensure that the budget reflects a reasonable cost estimate for the food service program is indicated. Funds provided for food service are intended for food service, not other programming.
14	Conduct or participate in HELP Session at the beginning of the academic year.	Director of Student Accounts and Fraternity Treasurer	<p>Director of Student Accounts will conduct the new academic year HELP Session and walk through the following items:</p> <ul style="list-style-type: none"> Review of budget template. Review of the housing agreement amendment. Discuss key dates for the academic year for budget matters, facilities projects, and payment dates. <p>Director of Student Accounts will request final documentation of membership costs.</p>
15	Process and remit payments to fraternit9 Tr		