



Alpha Kappa Alpha Sorority, Incorporated®
Theta Rho Omega Chapter

Officer and Committee Chairmen

Financial Responsibilities

SOROR KAMELA FULBRIGHT
PECUNIOUS GRAMMATEUS

Purpose & Expectations

UNDERSTANDING FINANCIAL ACCOUNTABILITY AND BUDGET MANAGEMENT

- Financial accountability is shared
- Chairmen manage their budgets
- Vouchers are required
- Funds must exist before spending



Roles and Budget Types



Oversight

The finance team ensures compliance with financial policies.

Monitoring

Chairmen track the budget's execution and performance.

Collaboration

Effective communication enhances financial decision-making processes.

Finance Team vs Chairman Responsibilities

Program Budget vs Operations Budget



Operations Budget

Operations budgets cover ongoing administrative expenses.



Program Budget

Community Service & Scholarships only



Oversight

Funds must be used as designated



Chairman Responsibilities



Program Budget Responsibilities



Approval Process

Approve program-related expenditures



Program Alignment

Confirm budgets/expenses align with the program's goals.



Recommendations

Submit budget recommendations through the Finance Committee



Operations Budget Responsibilities



Monitoring

Regularly review line items for accurate tracking.



Approval

Ensure all expenses receive proper authorization before spending.



Overspending

Implement strategies to prevent exceeding budget limits.



Before You Spend Checklist

✓ Approval

Always seek prior approval before making expenditures.

✓ Budget Alignment

Ensure spending aligns with the approved budget.

✓ Documentation

Keep thorough documentation for all expenditures incurred.

✓ Review Process

Review all expenses before final submission for reimbursement.

Voucher and Authorization Process



Voucher Process Overview

Step 1: Forms

Complete the required forms accurately to initiate the voucher process.

Step 2: Receipts

Attach all relevant receipts to support your reimbursement request.

Step 3: Signatures

Obtain necessary signatures to validate the voucher before submission.

Step 4: Submission

Submit the completed voucher package for processing within the specified timeframe.

Authorization Process

Dual Signatures

All vouchers require **two authorized signatures** to ensure accountability and prevent errors.

No Self-Approval

Members cannot approve their own vouchers, **promoting transparency and integrity** in financial dealings.

Segregation of Duties

Responsibilities must be divided among members to **reduce risk of fraud** and enhance oversight.

Compliance Checks

Regular audits ensure adherence to financial procedures and **identify any discrepancies** promptly.

- Adhere to the 60-day rule for voucher submission.
- Late vouchers will be voided; ensure timely submissions.
- Compliance with financial procedures is essential to maintain integrity.
- Regularly review financial responsibilities and deadlines to avoid issues.

Alpha Kappa Alpha Sorority, Incorporated®
Theta Rho Omega Chapter
P. O. Box 95 Matteson, IL 60443
REIMBURSEMENT VOUCHER
(Submission required within 60 days of expense-Operations Manual)
(If Electronic submittal, original receipt must be turned in within 60 days-Finance Guide)

Date: _____ Requested by: _____

Check Payable To: _____ Amount \$: _____

Disburse Funds from Committee (see below): _____

Mail Address: _____

Explanation/Item(s): _____ Amt. \$ _____
 _____ Amt. \$ _____
 _____ Amt. \$ _____
 _____ Amt. \$ _____

TOTAL \$ _____

APPROVALS:

Officer or Committee Chairman Date: _____

Basileus/Anti-Basileus Date: _____

Tamiouchos/Basileus/Anti-Basileus Date: _____

Check # _____ Disburse from Budget: Operations _____ Program _____

Operations Budget

Basileus	Akape	Leadership Training	CRC-Basileus
Anti-Basileus	AKA Connections	Meeting Room Rental	CRC-Delegate
Epistoleus	Archives	End of Year Recognition	CRC-Award Fee
Grammateus	Bylaws	Officer Workshop	Boule-Basileus
Tamiouchos	Chapter Anniversary	Chapter Retreat	Boule-Lunch Assessment
Pecuniosus Grammateus	Chapter Attorney	Founders' Day	Leadership-Basileus
Hodagos	Chapter Bonding	Membership	Cluster Retreat-Basileus
Ivy Leaf Reporter	Chapter Insurance	Nominating	
P.O. Box Rental	Sisterly Relations	Storage Unit	
Risk Management	Standards	Technology	

Program Budget

Strengthen Our Sisterhood	Local/National Donations
Empower Our Families	Scholarship
Building Our Economic Wealth	Fundraising
Enhance Our Environment	
Advocate for Social Justice	
Uplift Our Local Community	



Helpful Tools & Things You Should Know

- Responsible for knowing your approved budget amount and remaining balance
- Current balances are found in the Members Only section of the TRO website (troaka.org)
- Chairmen must keep records of committee expenditures
- Assign a co-chairman or designee to track expenses
- Requests for additional funds must be approved before spending
- Spend only on items aligned with committee responsibilities
- Approved funds are for specific purposes—ask Finance if unsure
- Not every event requires spending (food, gifts, refreshments are optional)
- Collaborate with Standing and Program Committees to share resources

Final Takeaways

Ownership

Chairman own budget control along with the Chapter and Finance Committee

Availability

Funds availability matters

Vouchers

Vouchers are mandatory

Compliance

Compliance protects the Chapter

Thank You

