

Esther Funds Foundation
GUIDE TO CHAPTER FINANCIAL
PROCEDURES
2025 Edition

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PURPOSE

Strong financial procedures are foundational to the success of Esther Funds Foundation (EFF) collegiate chapters. This guide establishes clear and effective financial management practices for collecting, recording, disbursing, safeguarding, and reporting funds. It ensures that chapter financial activity aligns with the mission of EFF and reflects transparency, accountability, and faith-centered stewardship.

The goal is to protect the financial integrity of each chapter and the national organization by setting

expectations and standards for managing chapter funds. These procedures serve as the governing rules that all EFF collegiate chapter leaders, including Treasurers, Financial Secretaries, Advisors, and Chapter Directors, must follow.

FINANCIAL PROCESSES – GENERAL INFORMATION

Esther Funds Foundation is currently in the process of applying for 501(c)(3) tax-exempt status. Until that process is finalized, all chapters must operate under the financial and legal guidelines set forth by the national office. Do not attempt to file for your

own tax-exempt status or EIN without explicit permission from the national office.

All chapters must maintain transparency, separation of duties, and accountability in handling funds. Funds collected and disbursed by chapters must always reflect the mission of EFF, support chapter programming, and adhere to these national procedures.

CHAPTER FINANCIAL OFFICERS

Chapters must maintain clear separation of financial responsibilities

to prevent conflicts of interest and mismanagement.

- **Chapter Director (President)**

- Has ultimate responsibility for financial management.
- Must review monthly bank statements and countersign all disbursement approvals.
- Must approve all contracts or financial agreements.
- Must ensure accountability and transparency at every financial checkpoint.

- **Financial Secretary**

- Collects all incoming funds (dues, fundraising, donations).
- Provides receipts for all collections.
- Maintains detailed records of all funds received.
- Works closely with Treasurer to transfer all collected funds.
- Submits end-of-semester financial reports to HQ.
- Issues vouchers for any approved expenditures.

. Treasurer

- Deposits all received funds into the chapter account.

- Makes all disbursements only after written approval by both the Chapter Director and Financial Secretary.
- Maintains up-to-date records of income, expenses, and account balances.
- Prepares monthly financial reports including balance sheet and budget comparison.
- Submits end-of-semester reports to HQ.

Officer Transition: Within 30 days of the end of the academic year or upon resignation/removal of financial

officers, all chapter financial documents must be transferred to new officers. Bank signers must be updated, and an internal audit should be performed.

B. TAX / EMPLOYER IDENTIFICATION NUMBERS (EINs)

EFF Headquarters will provide each chapter with the appropriate EIN, if applicable. No chapter should apply for their own EIN, tax ID, or file taxes independently without national guidance.

While the organization works toward 501(c)(3) status, chapters must:

- Refrain from stating that donations are tax-deductible.
- Clearly communicate that EFF is in the process of securing nonprofit designation.
- Direct any donor questions about financial status to info@estherfundsfoundation.org.

ANNUAL FINANCIAL REPORTING

Chapters must submit a full financial report to EFF Headquarters each semester. Reports are due:

- **December 15** (Fall Semester)
- **May 15** (Spring Semester)

This report includes:

- . Income report (dues, donations, fundraising).
- . Expenses report (programming, supplies, travel, etc.).
- . Bank statement copies.
- . Reconciled budget.
- . Copies of disbursement vouchers and receipts.

CHAPTER FINANCIAL ACCOUNTS

- . Must be opened in the chapter's name (e.g., "Esther Funds Foundation – [University Name] Chapter").
- . Must never be connected to a personal SSN or business EIN.

- . Must have three authorized signers: Chapter Director, Financial Secretary, Treasurer.
- . Each signer must have their own login. No shared credentials.
- . Use a national or well-known bank with digital access.

Online Payment Accounts

- . Use PayPal, Cash App, or Venmo linked to the chapter bank account only.
- . Do not use personal accounts for EFF funds.

- . All funds received must be transferred to the bank account monthly.
- . Disbursements must not be made directly from the app balance.

BUDGETS

Chapters must adopt a budget before the start of each semester. The Treasurer will:

- . Propose a draft budget with input from board and committee chairs.
- . Submit budget for chapter vote.
- . Adjust as needed with majority approval.

Budgets should reflect realistic projections and align with EFF priorities, including chapter activities, outreach, service, and administrative costs.

INCOME

- . Financial Secretary collects funds and provides receipts.
- . Digital payments are preferred. Cash should be discouraged.
- . If checks are received, endorse "For Deposit Only" and deposit within 5 business days.
- . No member should store or hold chapter funds for extended periods.

EXPENDITURES / DISBURSEMENTS

To disburse funds:

1. Recipient completes a voucher form.
2. Submits supporting documentation (receipts, invoices).
3. Approval required from Chapter Director and Financial Secretary.
4. Treasurer issues payment.

Approved Payment Methods:

- . Bank check (never to “cash”)
- . ACH transfer (routing/account confirmed)
- . Debit card (if pre-approved)

- . Online platforms (must be linked to chapter account)

Receipts are due within 30 days.

Missing receipts or unapproved spending may result in disciplinary action.

BANK RECONCILIATIONS & FINANCIAL REPORTS

Monthly reconciliations are required.

Treasurer must:

- . Review bank statement with Chapter Director and Financial Secretary.
- . Reconcile transactions with budget.

- . Include summary in monthly financial report.
- . Report must show income vs. expenses, current account balance, and remaining budget.

RECORD RETENTION

Chapters must keep digital and physical copies of:

- . Budgets
- . Bank statements
- . Receipts
- . Vouchers
- . Reports

- . All financial emails and approvals (use chapter email accounts)

Retention period: minimum 7 years.

BONDING / INSURANCE

EFF will secure liability coverage for national officers. Chapter leaders must:

- . Report suspected fraud or mishandling.
- . Understand that all financial responsibilities are subject to disciplinary action if mismanaged.

MISAPPROPRIATION OF FUNDS

If funds are misused:

- . Report immediately to EFF Headquarters.
- . All claims will be investigated.
- . Members involved may be removed and required to repay misused funds.

ANNUAL CHAPTER FINANCIAL EVALUATION

Each chapter must conduct an internal audit at the end of the school year:

- . A committee of three non-financial board members will review all records.

- Report findings to the executive board and submit to HQ.

This ensures accountability and prepares for officer transitions.

M. TEMPLATES & FORMS

- Chapter Budget Template
- Income & Expense Report Template
- Disbursement Voucher
- Receipt Tracker
- Bank Reconciliation Sheet
- Cardholder Agreement
- Chapter Financial Evaluation Checklist

Please contact
info@estherfundsfoundation.org to
access these forms or visit the
Chapter Resources Hub on our
website.