

# **Alpha Kappa Alpha Sorority, Incorporated**

## **Rho Kappa Omega Chapter**



**September 2017**  
**Chapter Meeting Documents**



2014-2018

*Alpha Kappa Alpha Sorority, Incorporated*

*Rho Kappa Omega Chapter*

*General Body Meeting*

*September 16<sup>th</sup>, 2017 at 11:00A.M.*

*Mary McLeod Bethune Life Center 140 Martin Luther King Jr. Drive Jersey City, NJ 07305*

Soror Vanetha Wood-Stradford, Presiding

**Agenda Item**

Call to Order

Meditation

Adoption of Agenda

Approval of Minutes

**Responsible Soror**

Soror Vanetha Wood-Stradford

Soror Janice Watson

Soror Vanetha Wood-Stradford

Soror Elisheva M.R.

***Officer Reports***

Basileus

Pecunious Grammateus

Tamiouchos

Soror Vanetha Wood-Stradford

Soror Tynesha Banks

Soror Vernetha Hope Powell

***Committee Reports***

Program

Budget & Finance

GAC

Fundraising

Leadership Development

Membership

Soror Sallie Brown

Soror Vernetha Hope Powell

Soror Heather Spencer

Soror Siiera Robinson

Soror Vernetha Hope Powell

Soror Shevon Armstrong

***New Business***

Soror Vanetha Wood-Stradford

***Action Items***

- 1. To reimburse Soror Sallie E. Brown \$120.00 from Operating Account Meeting Room account code 5510 for meeting space for 2018 Program Planning Meeting on 08/27/17.**
- 2. To accept the Internal Financial Procedures.**
- 3. To amend the previously adopted fundraising events to change the Lyle Love buy in party to a Karaoke and Game Night at Brightside Traven on Thursday December 21<sup>st</sup>, 2017 from 7:00pm until closed.**

4. **To amend the previously adopted fundraising budget to increase the ticket price for the Karaoke and Game Night event from \$20.00 to \$25.00.**
5. **To accept the Leadership Development Assessments Tools as presented.**

*Announcements*

International Hymn & Pledge  
Adjournment

General Body Members  
General Body Members  
Soror Vanetha Wood-Stradford

*“...we help each other for we know there’s no other...”*



***Alpha Kappa Alpha Sorority Incorporated  
Rho Kappa Omega Chapter  
General Body Meeting  
June 17<sup>th</sup>, 2017 at 11:00AM***

***Mary McLeod Bethune Life Center 140 Martin Luther King Dr., Jersey City, NJ 07305  
Basileus Vanetha Wood-Stradford, Presiding***

This meeting was held on Saturday June 17<sup>th</sup>, 2017 at the Mary McLeod Bethune Life Center.

The meeting was called to order at 11:04AM. Sorors in attendance were: Vanetha Wood-Stradford, Cimeron Bryant, Elisheva M.R., Sabrina Riley, Heather Spencer, Vernetha Hope Powell, Lyndsay Christian, Siiera Robinson, Tamara Odom, Doris Cunningham Taylor, Maya Daniels, Tonia Slay-Daniels, Janice J. Watson, Corinne E. Rivers, Gloria G. Felder, Dolores L.A. Curtis, Sobande Afolabi, Gwendolyn Anthony, Trudy Miles, and Katherine E. Burno. Visiting Soror in attendance was Celestine Mabeya. A quorum was established. Meditation was provided by Madam Basileus, Vanetha Wood-Stradford.

***Adoption of Agenda (Presented by Soror Vanetha Wood-Stradford)***

Agenda was adopted by general consent.

***Approval of Minutes (Presented by Soror Elisheva M.R.)***

**Motion made by Soror Elisheva M.R. to remove the Special General Body Meeting Minutes from May 3<sup>rd</sup>, 2017 and May 4<sup>th</sup>, 2017 off the table. Motion seconded.**

**Votes: 9 in favor, 0 opposed. Motion carried.**

May 3<sup>rd</sup>, 2017 and May 4<sup>th</sup>, 2017 Special General Body Meeting Minutes were approved by general consent.

May 2017 General Body Meeting Minutes were approved by general consent.

Question asked by Soror Sobande Afolabi. Question answered and resolved.

**Officer Reports:**

***Basileus Report (Presented by Soror Vanetha Wood-Stradford)***

Written report, reviewed and on file.

Question asked by Soror Heather Spencer. Question answered and resolved.

***Pecunious Grammateus Report (Soror Tynesha Banks)***

Summary of May 2017 financials.

Written report, reviewed and on file.  
Recommendation: To use larger font.

***Tamiouchos Report (Presented by Soror Vernetha Hope Powell)***

Summary of May 2017 financials.

Written report, reviewed and on file.

Note regarding operating account: Transfer \$71.69 from March.

Questions asked by Soror Sobande Afolabi, Soror Janice Watson, Soror Tonia Slay-Daniels, and Soror Heather Spencer regarding the operating account. Questions answered and resolved.

**Motion made by Soror Sobande Afolabi to amend the previously adopted 2017 operating budget by adding the Graduate Advisor to receive reimbursement for her Leadership Meeting registration fee with funds to come from the North Atlantic Leadership budget line item. Motion seconded.**

**Votes: 12 in favor, 0 opposed. Motion carried.**

**Motion made by Soror Sobande Afolabi to charge \$85.00 for the Graduate Advisor registration fee from the Graduate Advisor budget to the North Atlantic Leadership line.**

**Votes: 11 in favor, 0 opposed. Motion carried.**

Correction regarding fundraising account: Add bowling tickets to line 2, delete movie tickets.

Question asked by Soror Sobande Afolabi regarding the fundraising account. Question answered and resolved.

Question asked by Soror Heather Spencer regarding the scholarship account. Questions answered and resolved.

***Epistoleus Report (Soror Vanessa Jean-Louis)***

Written report, reviewed and on file.

**Committee Reports:**

***Program Report (Presented by Soror Trudy Miles)***

Written report, reviewed and on file.

**Motion made by Soror Trudy Miles to have a domestic violence awareness program on October 7<sup>th</sup>, 2017 from 12:00PM to 3:00PM at the Bethune Center. Motion seconded.**

**Votes: 14 in favor, 1 opposed. Motion carried.**

**Motion made by Soror Vernetha Hope Powell to amend the previously adopted program budget to include October 7<sup>th</sup>, 2017 for the mental health awareness day and domestic violence awareness. Motion seconded.**

**Votes: 11 in favor, 0 opposed. Motion carried.**

***Graduate Advisory Committee Report (Presented by Soror Heather Spencer)***

Written report, reviewed and on file.

Questions asked by Soror Sobande Afolabi, Soror Trudy Miles, Soror Cimeron Bryant, and Soror Corinne E. Rivers. Questions answered and resolved.

***Educational Advancement Fund (Presented by Soror Sabrina Riley)***

Written report, reviewed and on file.

**Motion made by Soror Cimeron Bryant to have the EAF Captain Soror Sabrina Riley be reimbursed \$75.00 for the EAF breakfast with funds coming from contingencies. Motion seconded.**

**Votes: 15 in favor, 0 opposed. Motion carried.**

***Fundraising Report (Presented by Soror Siiera Robinson)***

Written report, reviewed and on file.

Gifts were distributed.

Question asked by Soror Sobande Afolabi. Question answered and resolved.

***Sisterly Relations (Presented by Soror Heather Spencer)***

Written report, reviewed and on file.

Activity done.

Gifts were distributed.

***Membership Report (Presented by Soror Shevon Armstrong)***

Written report, reviewed and on file.

**Motion made by Soror Sobande Afolabi to give a Soror \$10.00 off her 2018 chapter dues for every Soror she reclaims at any time in 2017 but not to exceed a total of \$30.00 from membership budget. Motion seconded.**

**Votes: 13 in favor, 0 opposed. Motion carried.**

**New Business:**

**NARC Delegate Reports**

**Action Items**

- 1. To accept Soror Tamara Odom, Soror Elisheva M.R., and Madam Basileus delegate reports for reimbursement.**

**Motion made by Soror Corinne E. Rivers to forgo the oral presentation for the NARC 2017 delegate reports. Motion seconded.**

**Votes: 13 in favor, 0 opposed. Motion carried.**

**Motion made by Soror Heather Spencer that she be reimbursed for her NARC fees based on the submission of an appropriate report.**

**Call for question made by Soror Sobande Afolabi.**

**Votes: 11 in favor, 0 opposed. Motion carried.**

**Motion made by Soror Sobande Afolabi to accept the action items as presented.**

**Votes: 13 in favor, 0 opposed. Motion carried.**

**Announcements:**

- Soror Lyndsay Christian announced the June Birthdays.
- Soror Lyndsay Christian will be collecting money for Soror Karen Bryant.
- NARC 2017 gifts distributed by Madam Basileus.

**Motion made by Soror Tonia Slay-Daniels that we suspend the use of Eventbrite upon clarification of the role of the Pecunious Grammateus and retrieve information on the creation of a new PayPal account.**

**Votes: 12 in favor, 0 opposed. Motion carried.**

Recommendation: To share information on comparison of Eventbrite and PayPal.

**Motion made by Soror Sobande Afolabi that the Anti Basileus be bonded within the next 30 days with \$25.00 to come from the bonding line item and the remaining to come from contingencies. Motion seconded.**

**Votes: 12 in favor, 0 opposed. Motion carried.**

***Meeting was adjourned at 1:26PM after completion of International Hymn & Pledge.***



Alpha Kappa Alpha Sorority, Incorporated

*Rho Kappa Omega Chapter*

*Serving Hudson County since 1988*



*My Mission as Basileus is to continue moving Rho Kappa Omega forward in the spirit of excellence, while educating and empowering Sorors to effectively lead and serve Rho Kappa Omega, Alpha Kappa Alpha Sorority, Incorporated and the communities of Hudson County, NJ.*

## ...Service to All Mankind

### **AKA: From the Inside Out**

*"Living in the moment means letting go of the past and not waiting for the future. It means living your life consciously, aware that each moment you breathe is a gift." -*  
~Oprah Winfrey

### **A Message from The Basileus**

Greetings Sorors!!

Alpha Kappa Alpha Sorority, Incorporated Rho Kappa Omega Chapter is on the move. We are Launching New Dimensions and Leading in Action! PKQ was well represented at our International Leadership Conference in Las Vegas, NV. Tau Sigma was represented as well. Let's get ready to finish this year with a bang!

"So TOGETHER A NEW we will pledge our faith and UNITED we'll forge a way..."



### **Vol. 1 Issue 6 September 2017**



*9/11 - Let us continue to remember the past so that we can move forward with our future with positivity as our guide...*

### **Basileus' Calendar**

9/8/17 Tau Sigma GB Mtg  
9/9/17 PKQ Exec Comm Mtg  
9/10/17 PKQ Chapter Retreat  
9/16/17 PKQ GB Mtg  
9/20/17 Cluster IV Basilei Council Mtg.  
9/23/17 PKQ Think HBCU College Fair  
9/30/17 PKQ Bowling

**More inside!**

**Page 2.**



## In the News...



### RISK MANAGEMENT!!

AKA has never been more serious about Risk Management. There was an extensive workshop

held in Las Vegas where we learned what is considered risky, how to handle it and why it's important to identify risks and decrease them upon sight. Here are some examples of risky behaviors:

When chapters don't:

- Review chapter practices
- Review leadership roles
- Hold training seminars
- Follow AKA documents

Non-member volunteers must sign waivers before participating in any events

Meetings & Events should be safe for sorors and guests.

There should be a safety checklist

Each chapter needs a Risk Management Chairman (go to 3)



## *Celebration Time!!* **BIRTHDAYS**

*To be added*

## **AKAVERSARIES**

To be added



## **New Jersey AKA Plates**

IMAGINE THIS IN NJ!! NJ is moving forward with the AKA plates. It is not too late to obtain a specialized plate. Sorors are encouraged to download the application from [www.njmvc.gov](http://www.njmvc.gov) and submit the completed application with a copy of the registration to Soror Sherri. Although the application is 3 pages only page one is necessary to complete. Please include the check, or money order for \$100 made out to Epsilon Upsilon Omega. ( I will give the address)



Alpha Kappa Alpha Sorority Inc								
Rho Kappa Omega								
Pecunious Grammeteus Report June 1-30th 2017								
Account Name	Name	Amount	Check #/Cash	Reciept #	Date Received	Date Submitted	Purpose	Notes
	Total Operating	0.00						
Alpha Kappa Alpha Sorority Inc								
Rho Kappa Omega								
Pecunious Grammeteus Report June 1-30th 2017								
Fundraising	Soror Maya Daniels	60.00	Cash	203559	6/3/2017	6/3/3017	Scholarship Luncheon	
Fundraising	Soror Sabrina Riley	60.00	Cash	203560	6/3/2017	6/3/2017	Scholarship Luncheon (1)	
Fundraisinnig	Soror Monet Pleasant	60.00	Cash	203561	6/3/2017	6/3/2017	Scholarship Luncheon (1)	Assessment Met
Fundraising	Soror Shevon Armstrong	120.00	Cash	203562	6/3/2017	6/3/2017	Scholarship Luncheon (2)	Assessment Met
Fundraising	Soror Sierra Robinson	120.00	Cash	203563	6/3/2017	6/3/2017	Scholarship Luncheon (2)	Assessment Met
Fundraising	Soror Vanessa Jean-Louis	120.00	Cash	203564	6/3/2017	6/3/2017	Scholarship Luncheon (2)	Assessment Met
Fundraising	Soror Trudy Miles	120.00	Cash	203565	6/3/2017	6/3/2017	Scholarship Luncheon (2)	Assessment Met
								Credit Soror Doloris Curtis Assessment Met
Fundraising	Soror Katherine Burno	120.00	Cash	203566	6/3/2017	6/3/2017	Scholarship Luncheon (2)	
Fundraising	Peggy Washington	60.00	Cash	203568	6/3/2017	6/3/2017	Scholarship Luncheon(1)	Credit Soror Janice Watson
Fundraising	Soror Janice Watson	60.00	Cash	203569	6/3/2017	6/3/2017	Scholarship Luncheon (1)	Assessment Met

Fundraising	Soror Tynesha Banks	120.00	#3	203570	6/3/2017	6/3/2017	Scholarship Luncheon (2)	Assessment Met
Fundraising	Soror Heather Spencer	120.00	Cash	203571	6/3/2017	6/3/2017	Scholarship Luncheon (2)	Assessment Met
Fundraising	Soror Vanetha Wood Stradford	360.00	#2320	203572	6/3/2017	6/3/2017	Scholarship Luncheon (6)	Assessment Met
Fundraising	Soror Sierra Robinson	240.00	Cash	203573	6/3/2017	6/3/2017	Scholarship Luncheon (4)	Credit Vanetha (3); Credit Soror Sobande (1)
Fundraising	Soror Sierra Robinson	263.00	Cash	203574	6/3/2017	6/3/2017	Scholarship Luncheon Tricky Tray	
	<b>Total Fundraising</b>	<b>2003.00</b>						
<b>Alpha Kappa Alpha Sorority Inc</b>								
<b>Rho Kappa Omega</b>								
<b>Pecunious Grammeteus Report June 1-30th 2017</b>								
	<b>Total Scholarship</b>	<b>0.00</b>						

Alpha Kappa Alpha Sorority Inc								
Rho Kappa Omega								
Pecunious Grammeteus Report July 1- July 31, 2017								
Account Name	Name	Amount	Check #/Cash	Reciept #	Date Received	Date Submitted	Purpose	Notes
	Total Operating	0.00						
Alpha Kappa Alpha Sorority Inc								
Rho Kappa Omega								
Pecunious Grammeteus Report July 1- July 31, 2017								
	Total Fundraising	0.00						
Alpha Kappa Alpha Sorority Inc								
Rho Kappa Omega								
Pecunious Grammeteus Report July 1- July 31, 2017								
	Total Scholarship	0.00						

Alpha Kappa Alpha Sorority Inc								
Rho Kappa Omega								
Pecunious Grammeteus Report August 1- August 31, 2017								
Account Name	Name	Amount	Check #/Cash	Reciept #	Date Received	Date Submitted	Purpose	Notes
	Total Operating	0.00						
Alpha Kappa Alpha Sorority Inc								
Rho Kappa Omega								
Pecunious Grammeteus Report August 1- August 31, 2017								
	Total Fundraising	0.00						
Alpha Kappa Alpha Sorority Inc								
Rho Kappa Omega								
Pecunious Grammeteus Report August 1- August 31, 2017								
	Total Scholarship	0.00						



**Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
Tamiouchos Report (Detail)  
Operating Account  
June 1 - June 30, 2017**

		<b>Beginning Available Balance</b>			<b>\$14,386.34</b>
		<u>Income:</u>			
Rec'd		Deposit			
		<b>Total Income</b>			<b>\$0.00</b>
		<u>Disbursements:</u>			
Date	Posted			<b>A/C #</b>	
6/3/17	6/7/17	2014	Sallie Brown: Sister to Sister Crabfest Luncheon	6100	\$70.00
6/3/17	6/20/17	2015	Alpha Kappa Alpha: Reactivation Fee (N. Fisher)	5720/5730	\$155.00
6/10/17	6/14/17	ACH	Alpha Kappa Alpha: (Andrea Mason) 2017 Per Capita/EAF- \$135.00 2017 Per Capita late fee- \$12.50	5710/5720	\$147.50
6/17/17	6/20/17	2016	Doris Taylor: Sister to Sister Crabfest Luncheon (Polished Pearl honoree)	6100	\$70.00
6/17/17	6/26/17	2017	Dolores L.A. Curtis: Bethune Center meeting room charge	5510	\$26.20
6/17/17	6/19/17	2018	Sabrina Riley: 2017 NARC EAF Breakfast	6100	\$75.00
6/17/17	6/20/17	2019	Lyndsay Christian: June 2017 meeting room refreshments	5290	\$31.96
6/17/17	6/19/17	2020	Heather Spencer: 2017 NARC Hotel room	5060	\$300.00
6/17/17	6/19/17	2021	Heather Spencer: 2017 NARC delegate	5910	\$185.00
6/17/17	6/19/17	2022	Elisheva MR: 2017 NARC delegate	5910	\$185.00
6/17/17	6/20/17	2023	Vanetha Wood-Stradford: 2017 NARC delegate	5910	\$185.00
		<b>Total Disbursements</b>			<b>\$1,430.66</b>

## Summary

Beginning Available Balance	\$14,386.34
Total Income	\$0.00
Total Disbursements	\$1,430.66

<b>**Ending Available Balance</b>	<b>\$12,955.68</b>
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Carry Over Balance	\$12,955.68
Pending Charges	

<b>OUTSTANDING DEPOSITS</b>	<b>\$ -</b>
Bank Balance	\$12,955.68

**\*\*Ending balance includes Restricted balance of \$365.51 for 2018 Chapter dues.**





**Restricted Balances as of June 30, 2017**  
**Rho Kappa Omega Chapter**

Soror Doris Taylor	\$210.00
Soror Gloria Felder	\$150.00
Soror Vanessa Jean-Louis	\$ 5.00
Soror Barbara Jean Etheredge	\$ 0.51

**2018 Chapter dues** **\$365.51**

**Total ending 6/30/17** **\$365.51**

**Alpha Kappa Alpha Sorority, Inc.**  
**Rho Kappa Omega Chapter**  
**Chapter Operations**  
**Tamiouchos Report**  
**Comparison of Budget to Actual 2017**

**As of June 30, 2017**

<b>A/C#</b>	<b>Category</b>	<b>Approved Budget</b>	<b>*Actual YTD</b>	<b>Remaining in Budget</b>
<b><u>Expenditures</u></b>				
<b><u>Officers</u></b>				
5010	Basileus	\$1,600.00	\$430.00	\$1,170.00
5020	Grammateus	\$75.00		\$75.00
5030	Epistoleus	\$50.00		\$50.00
5040	Tamiouchos	\$30.00		\$30.00
5050	Pecunious Grammateus	\$75.00		\$75.00
5060	Graduate Advisor	\$500.00	\$300.00	\$200.00 (A1)
5070	Other Officers	\$50.00		\$50.00
<b><u>Standing Committees</u></b>				
5200	Standards Committee	\$45.00		\$45.00
5210	Membership Committee	\$100.00		\$100.00
5220	Connection Committee	\$50.00		\$50.00
5230	Archives Committee	\$142.00		\$142.00
5240	Leadership Development	\$100.00	\$66.23	\$33.77
5250	Awards Committee	\$100.00		\$100.00
5270	Publicity and Technology Committee	\$600.00		\$600.00
5280	Graduate Advisory Committee	\$100.00		\$100.00
5290	Courtesy and Protocol Committee	\$600.00	\$174.22	\$425.78
5300	Sisterly Relations Committee	\$100.00	\$34.11	\$65.89
5310	Other Standing Committees	\$50.00		\$50.00
<b><u>Administrative</u></b>				
5500	Bank service charges	\$75.00		\$75.00
5510	Monthly Meeting (room rental)	\$1,200.00	\$26.20	\$1,173.80
5520	Officers' Bonding	\$300.00	\$275.00	\$25.00
5530	P.O. Box Medium	\$200.00	\$200.00	\$0.00
5540	Storage Facility	\$1,800.00	\$1,544.50	\$255.50
5560	External Audit	\$300.00		\$300.00
<b><u>Corporate Office</u></b>				
5700	Chapter Tax	\$300.00	\$300.00	\$0.00
5710	Per Capita Tax	\$4,250.00	\$4,000.00	\$250.00
5720	EAF Dues	\$380.00	\$400.00	-\$20.00
5730	**Reactivation Fees	\$40.00	\$435.00	-\$395.00
5740	Constitution & Bylaws/ Manual of Standard Procedure	\$430.00	\$385.00	\$45.00
<b><u>Conferences</u></b>				
5900	North Atlantic Region & Boule Assessments	\$100.00	\$75.00	\$25.00
5910	NARC Delegates	\$740.00	\$555.00	\$185.00
5920	Boule Delegates	\$0.00		\$0.00
5930	Undergraduate Round-up	\$300.00		\$300.00
5940	Leadership Seminar	\$350.00		\$350.00
5950	Cluster IV Conference	\$85.00		\$85.00
5960	North Atlantic Leadership Meeting	\$300.00	\$235.00	\$65.00
<b><u>Other</u></b>				
6100	Contingency	\$1,623.00	\$340.00	\$1,283.00
6140	Tau Sigma Contingency	\$590.00	\$85.69	\$504.31
<b><u>Chapter Activities</u></b>				
6300	Founders' Day	\$50.00		\$50.00
6310	Membership Intake	\$100.00		\$100.00
6320	Ivy Beyond the Wall	\$150.00		\$150.00
<b>Total</b>		<b>\$18,030.00</b>	<b>\$9,860.95</b>	<b>\$8,169.05</b>

\*Actual YTD = \$5,813.77 - January 2017 + 1,184.03 - February 2017 + \$555.65 - March 2017 + \$239.11 - April 2017 + May 2017 - \$650.23 + Jun 2017 - \$1,418.16

\*\*Per Alpha Kappa Alpha Sorority, Incorporated, Reactivating fee is \$145.00 Per member and \$10.00 EAF annual dues.

\*(A1)Upon approval of the minutes from the 6/17/17 general body meeting, \$85.00 transferred from Graduate Advisor line to

North Atlantic Leadership Meeting. Transfer of \$Graduate Advisor's revised Actual YTD will be \$371.69.

Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
Tamiouchos Report (Summary)  
Monthly Financial Statements  
Operating Account  
For the Period Ending June 30, 2017

CURRENT MONTH ACCOUNT SUMMARY

<b>Available Bank Balance as of June 1, 2017</b>		<b>\$14,386.34</b>
<u>Income</u>		
Income from Chapter Operations	\$0.00	
Total Income		\$0.00
<u>Expenses</u>		
Expenses for Chapter Operations	\$1,430.66	
Disbursements - June 2017		\$1,430.66
<b>Available Bank Balance as of May 31, 2017</b>		<b>\$12,955.68</b>

Y-T-D ACCOUNT SUMMARY

<b>Available Bank Balance as of January 1, 2017</b>		<b>\$13,053.30</b>
<u>Income</u>		
*2017 Income from Chapter Operations	\$9,270.83	
Total Income		\$9,270.83
<u>Expenses</u>		
**2017 Expenses for Chapter Operations	\$9,368.45	
Total Disbursements		\$9,368.45
<b>Available Bank Balance as of June 30, 2017</b>		<b>\$12,955.68</b>

RECONCILIATION TO BANK STATEMENT

<b>Balance per Bank Statement as of June 30, 2017</b>	<b>\$12,955.68</b>
Plus: Deposits in Transit	\$ -
Less: Outstanding Items	\$ -
Less: Pending Bank Reconciliation	\$0.00
<b>Adjusted Bank Balance as of June 30, 2017</b>	<b>\$12,955.68</b>

OUTSTANDING ITEMS

<u>Payee</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
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<b>Total Outstanding Items as of June 30, 2017</b>	<b>\$0.00</b>
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DEPOSITS IN TRANSIT

Pending Deposit	\$0.00
Pending Deposit (Paypal)	\$0.00
<b>Total Deposits in Transit as of June 30, 2017</b>	<b>\$0.00</b>

STATEMENT OF ASSETS

<u>Type of Account</u>	<u>Account Number</u>	<u>Balance</u>
PNC Bank - Business Checking (Operations)	xxxxxxx841	\$12,955.68
<b>Total Assets as of June 30, 2017</b>		<b>\$12,955.68</b>

## Notes

### Notes:

**\*2017 Income from Chapter Operations includes Chapter Registration, Corporate Office late fee and Restricted balances:**

**\$925.00 NARC chapter registration, \$37.50 Corporate Office late fee, \$365.51 - 2018 Chapter dues, \$80.00 - 2017 NARC reserved seats for Awards Gala and Diamond, Golden, Silver Luncheon**

**\*\*2017 Expenses for Chapter Operations is adjusted: Total Disbursements - \$9,368.45 - \$925 NARC chapter registration -\$37.50 Corporate Office late fee - 2017 Diamond, Golden, Silver Luncheon and Awards Gala \$80.00 + \$1,535 2017 Chapter tax and Per-capita/EAF = \$9,860.95.  
The adjusted amount matches the Comparison of Budget to Actual report.**



**Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
Tamiouchos Report (Detail)  
Fundraising Account  
June 1 - June 30, 2017**

<b>Beginning Available Balance</b>		<b>\$7,331.25</b>
<u>Income:</u>		
Rec'd	Deposit	
6/3/17	6/4/17 Tynesha Banks: (1) Scholarship luncheon ticket (Monet Pleasant)	\$60.00
6/3/17	6/4/17 Jennie Cadet: EAF Karaoke for a Cause	\$25.00
6/3/17	6/4/17 Sabrina Riley: EAF Karaoke for a Cause	\$1,290.00
6/3/17	6/4/17 Siiera Robinson: Scholarship Luncheon (Tricky Tray)	\$263.00
6/3/17	6/4/17 Peggy Washington: (1) Scholarship luncheon ticket	\$60.00
6/3/17	6/4/17 Vanetha Wood-Stradford: (6) Scholarship luncheon tickets	\$360.00
6/3/17	6/4/17 Janice Watson: (1) Scholarship luncheon ticket	\$60.00
6/3/17	6/4/17 Tynesha Banks: (2) Scholarship luncheon ticket	\$120.00
6/3/17	6/4/17 Kathrine Burno: (2) Scholarship luncheon tickets (Dolores LA Curtis)	\$120.00
6/3/17	6/4/17 Siiera Robinson: (3) Scholarship Luncheon tickets	\$240.00
6/3/17	6/4/17 Shevon Armstrong: (2) Scholarship Luncheon tickets	\$120.00
6/3/17	6/4/17 Siiera Robinson: (2) Scholarship Luncheon tickets	\$120.00
6/3/17	6/4/17 Vanessa Jean Louis: (2) Scholarship Luncheon tickets	\$120.00
6/3/17	6/4/17 Trudy Miles: (2) Scholarship Luncheon tickets	\$120.00
6/3/17	6/4/17 Heather Spencer: (2) Scholarship Luncheon tickets	\$120.00
6/3/17	6/4/17 Monet Pleasant: (1) Scholarship Luncheon ticket	\$60.00
6/3/17	6/4/17 Maya Daniels: (1) Scholarship Luncheon ticket	\$60.00
6/3/17	6/4/17 Sabrina Riley: (1) Scholarship Luncheon ticket	\$60.00
6/9/17	6/9/17 Roger Campbell: (1) Scholarship Luncheon ticket	\$60.00
<b>Total Income</b>		<b>\$3,438.00</b>

<u>Disbursements:</u>		
Date	Posted	A/C #
6/3/17	6/19/17 1571 American Heart Association: Go Red for Heart Health donation	1600 \$100.00
6/3/17	6/5/17 1572 Kyle Patrice: 2017 Scholarship Luncheon DJ	4730 \$275.00
6/7/17	6/14/17 1573 Sallie Brown: Playground Mobilization Program flowers-\$59.74 food-\$78.13, balloons/decorations - \$50.22	2100 \$188.09
6/7/17	6/15/17 1574 Sallie Brown: Anti-Violence Coalition Unity Walk	3100 \$100.00
6/10/17	6/19/17 1575 Siiera Robinson: 2017 Scholarship Luncheon Decorations/gift card - \$144.42 flowers-\$28.82	4730 \$173.24

**Total Disbursements**

**\$836.33**

## Summary

<b>Beginning Available Balance</b>	<b>\$7,331.25</b>
<b>Total Income</b>	<b>\$3,438.00</b>
<b>Total Disbursements</b>	<b>\$836.33</b>
<b>Ending Available Balance</b>	<b>\$9,932.92</b>
Carry Over Balance	\$9,932.92
Outstanding Items	
<b>PENDING DEPOSITS</b>	<b>\$0.00</b>
Bank Balance	\$9,932.92

## CURRENT MONTH ACCOUNT SUMMARY

<b>Expenses</b>		
Expenses for Self-Sustaining Activities	\$836.33	
Disbursements - June 2017		\$836.33
<b>Available Bank Balance as of June 30, 2017</b>		<b>\$9,932.92</b>

<b>Expenses</b>			
*2017 Expenses for Self-Sustaining Activities		\$5,155.46	
Total Disbursements			\$5,155.46
Available Bank Balance as of June 30, 2017			\$9,932.92

Balance per Bank Statement as of June 30, 2017	\$9,932.92
Plus: Deposits in Transit	\$0.00
Less: Outstanding Items	\$0.00
Adjusted Bank Balance as of June 30, 2017	\$9,932.92

<u>Payee</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
Total Outstanding Items as of June 30, 2017			\$0.00

Pending Deposit	\$0.00
Pending Deposit (PayPal)	\$0.00
<b>Total Deposits in Transit as of June 30, 2017</b>	<b>\$0.00</b>

<u>Type of Account</u>	<u>Account Number</u>	<u>Balance</u>
PNC Bank - Business Checking (Fundraising)	xxxxxxx892	\$9,932.92
Total Assets as of June 30, 2017		\$9,932.92

### Notes

\*2017 Expenses for Chapter Self-Sustaining Activities is adjusted \$5,155.46 - \$214.84 2016 EAF 1908

Pledge - \$2.00 Soror R. Williams' Philactery fine transferred to Operating Account - \$2,367.25 2017

Scholarship Awards Luncheon Deposit + -\$750.00 Bowling Party + -275.00 Scholarship DJ + -\$173.24 Scholarship Luncheon supplies - \$125.00 (NAMI donation (Mental Health Awareness a/c 2300)

The adjusted amount matches the Comparison of Budget to Actual report.



**Alpha Kappa Alpha Sorority, Inc.**  
**Rho Kappa Omega Chapter**  
**Program**  
**Tamiouchos Report (Year-to-Date)**  
**Comparison of Budget to Actual 2017**

**As of June 30, 2017**

<b>A/C#</b>	<b>Category</b>	<b>**Approved Budget</b>	<b>*Actual YTD</b>	<b>Remaining in Budget</b>
<b>Chapter Programs</b>				
<b>1100</b>	Back to School Backpacks	<b>\$800.00</b>		\$800.00
<b>1200</b>	Martin L. King Jr. Day of Service Program	<b>\$175.00</b>	\$125.00	\$50.00
<b>1400</b>	Rho Kappa Omega Scholarship	<b>\$1,000.00</b>		\$1,000.00
<b>1500</b>	Making Strides Against Breast Cancer	<b>\$200.00</b>		\$200.00
<b>1600</b>	Go Red for Heart Health	<b>\$300.00</b>	\$272.11	\$27.89
<b>1800</b>	Program Advertising	<b>\$100.00</b>		\$100.00
<b>1900</b>	Africare	<b>\$100.00</b>	\$100.00	\$0.00
<b>2100</b>	1908 Playgrounds Mobilization	<b>\$400.00</b>	\$188.09	\$211.91
<b>2200</b>	The Longest Day Alzheimer's Support	<b>\$200.00</b>		\$200.00
	Mental Health Awareness Day/Domestic			
<b>2300</b>	Violence Awareness	<b>\$500.00</b>	\$196.17	\$428.83 (A)
<b>2400</b>	Childhood Hunger Awareness	<b>\$400.00</b>		\$400.00
<b>2500</b>	Contingency	<b>\$300.00</b>	\$131.66	\$168.34
<b>2700</b>	Fiscal Responsibility Workshop	<b>\$250.00</b>	\$135.10	\$114.90
<b>2800</b>	Seasonal Wraps	<b>\$100.00</b>		\$100.00
<b>2900</b>	Thanksgiving Dinner	<b>\$275.00</b>		\$275.00
<b>3000</b>	ASCEND	<b>\$200.00</b>		\$200.00
<b>3100</b>	Unity Walk	<b>\$100.00</b>	\$100.00	\$0.00
<b>3200</b>	One Million Backpacks	<b>\$200.00</b>		\$200.00
<b>3300</b>	THINK HBCU	<b>\$100.00</b>		\$100.00
<b>Total</b>		<b>\$5,700.00</b>	<b>\$1,248.13</b>	<b>\$4,576.87</b>

**Notes:**

\*Actual YTD = \$225.00 - January 2017 + \$303.77 - February 2017 + \$0 - March 2017 + (125.00) - April 2017 + \$456.27 - May 2017

\$388.09 - June 2017

\*\*Approved budget reduced from \$15,125 to \$5,700.

(A) \$125.00 donation made to defray the cost of the program. The remaining balance is \$500 approved budget + \$125.00 donation = \$625.00

**Alpha Kappa Alpha Sorority, Inc.**  
**Rho Kappa Omega Chapter**  
**Fundraising**  
**Tamiouchos Report (Year-to-Date)**

**As of June 30, 2017**

<b>A/C#</b>	<b>Category</b>	<b>*Revenue</b>	<b>Expenses</b>	<b>Net Profit</b>
<b><u>Fundraising Projects</u></b>				
<b>4700</b>	Bowling Party	<b>\$40.00</b>	<b>\$750.00</b>	<b>-\$710.00</b>
<b>4710</b>	Movie Event & Dining to Donate			<b>\$0.00</b>
<b>4720</b>	Lyle Love Affair			<b>\$0.00</b>
<b>4730</b>	Scholarship Awards 6/3/17	<b>\$3,600.00</b>	<b>\$2,815.49</b>	<b>\$784.51</b>
<b>4731</b>	Scholarship Awards vendor	<b>\$100.00</b>		<b>\$100.00</b>
<b>4732</b>	Scholarship Awards 6/3/17 tricky tray	<b>\$263.00</b>		<b>\$263.00</b>
<b>4740</b>	Denims & Pearls			<b>\$0.00</b>
<b>4750</b>	Outstanding assessments	<b>\$1,415.01</b>		<b>\$1,415.01 (B)</b>
<b>4760</b>	2016 EAF 1908 Pledge	<b>\$202.24</b>	<b>\$214.84</b>	<b>-\$12.60 (A)</b>
<b>4761</b>	2017 EAF Donation	<b>\$90.08</b>		<b>\$90.08 (C)</b>
<b>4770</b>	Think HBCU Dress Down	<b>\$5.00</b>		<b>\$5.00</b>
<b>4771</b>	EAF Karaoke for a Cause	<b>\$1,315.00</b>		<b>\$1,315.00 (C)</b>
<b>Total</b>		<b>\$7,030.33</b>	<b>\$3,780.33</b>	<b>\$3,250.00</b>

**Notes:**

Corporate Office requires separate reporting for all fundraising projects. (Financial Fundamentals, Rev. Nov 2014)

\*Revenue = income

(A) 2016 EAF 1908 Pledge reflects donations from 3 sorors @ \$19.08 each + 6 sorors @ \$20.00 each + 1 soror @ \$25.00 = \$202.24

(B) YTD ending 3/31/17 \$1,245.01 + \$170.00 - April 2017 = \$1,415.01

(C) Restricted Funds designated for EAF. \$1,405.08 Total



**Alpha Kappa Alpha Sorority, Inc.**  
**Rho Kappa Omega Chapter**  
**Tamiouchos Report (Detail)**  
**Scholarship Account**  
**June 1 - June 30, 2017**

<b>Beginning Available Balance</b>		<b>\$3,305.05</b>
<u>Income:</u>		
Rec'd	Deposit	
<b>Total Income</b>		<b>\$0.00</b>
<u>Disbursements:</u>		
		<b>A/C #</b>
Date	Posted	
6/17/17	6/26/2017 Cimeron Bryant:	\$42.59
	2017 Scholarship Luncheon recipients' corsages	
<b>Total Disbursements</b>		<b>\$42.59</b>

**Summary**

<b>Beginning Available Balance</b>	<b>\$3,305.05</b>
<b>Total Income</b>	<b>\$0.00</b>
<b>Total Disbursements</b>	<b>\$42.59</b>
<b>Ending Available Balance</b>	<b>\$3,262.46</b>
Carry Over Balance	\$3,262.46
Outstanding Items	\$0.00
Bank Balance	\$3,262.46

Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
Tamiouchos Report (Summary)  
Monthly Financial Statements  
Scholarship Account  
For the Period Ending June 30, 2017

CURRENT MONTH ACCOUNT SUMMARY

Available Bank Balance as of June 1, 2017 \$3,305.05

Income

Income for Scholarships	\$0.00	
Total Income		\$0.00

Expenses

Expenses for Scholarships	\$42.59	
Disbursements - June 2017		\$42.59

		\$3,262.46
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Available Bank Balance as of June 30, 2017

Y-T-D ACCOUNT SUMMARY

Available Bank Balance as of January 1, 2017 \$3,305.05

Income

2017 Income for Scholarships	\$0.00	
Total Income		\$0.00

Expenses

2017 Expenses for Scholarships	\$42.59	
Total Expenses		\$42.59

		\$3,262.46
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Available Bank Balance as of June 30, 2017

RECONCILIATION TO BANK STATEMENT

Balance per Bank Statement as of June 30, 2017 \$3,262.46

Plus: Deposits in Transit		\$0.00
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Less: Outstanding Items		\$0.00
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		\$3,262.46
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Adjusted Bank Balance as of June 30, 2017

OUTSTANDING ITEMS

<u>Payee</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
			\$0.00

Total Outstanding Items as of June 30, 2017

DEPOSITS IN TRANSIT

Total Deposits in Transit as of June 30, 2017	\$0.00
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STATEMENT OF ASSETS

<u>Type of Account</u>	<u>Account Number</u>	<u>Balance</u>
PNC Bank - Business Checking (Scholarship)	xxxxxxx497	\$3,262.46

		\$3,262.46
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Total Assets as of June 30, 2017

**Alpha Kappa Alpha Sorority, Inc.**  
**Rho Kappa Omega Chapter**  
**Scholarship**  
**Tamiouchos Report (Year-to-Date)**  
**Comparison of Budget to Actual 2017**

**As of June 30, 2017**

**Notes**

<b>A/C#</b>	<b>Category</b>	<b>*Approved Budget</b>	<b>Actual YTD</b>	<b>Remaining in Budget</b>
<b><u>Scholarship</u></b>				
<b>7000</b>	Annual Scholarships	<b>\$3,300.00</b>	<b>\$42.59</b>	<b>\$3,257.41</b>
	<b>Total</b>			

**Notes:**

\*Approved budget is \$3,300.00.



Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
Tamiouchos Report (Detail)  
Operating Account  
July 1 - July 31, 2017

		<b>Beginning Available Balance</b>	<b>\$12,955.68</b>
		<u>Income:</u>	
Rec'd	Deposit		
		<b>Total Income</b>	<b>\$0.00</b>
		<u>Disbursements:</u>	
Date	Posted	A/C #	
		<b>Total Disbursements</b>	<b>\$0.00</b>
		<b>Summary</b>	
		<b>Beginning Available Balance</b>	<b>\$12,955.68</b>
		<b>Total Income</b>	<b>\$0.00</b>
		<b>Total Disbursements</b>	<b>\$0.00</b>
		<b>**Ending Available Balance</b>	<b>\$12,955.68</b>
		Carry Over Balance	\$12,955.68
		Pending Charges	
		<b>OUTSTANDING DEPOSITS</b>	<b>\$ -</b>
		Bank Balance	\$12,955.68

\*\*Ending balance includes Restricted balance of \$365.51 for 2018 Chapter dues.



**Restricted Balances as of July 31, 2017**  
**Rho Kappa Omega Chapter**

Soror Doris Taylor	\$210.00
Soror Gloria Felder	\$150.00
Soror Vanessa Jean-Louis	\$ 5.00
Soror Barbara Jean Etheredge	\$ 0.51

<b>2018 Chapter dues</b>	<b>\$365.51</b>
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<b><u>Total ending 7/31/17</u></b>	<b><u>\$365.51</u></b>
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**Alpha Kappa Alpha Sorority, Inc.**  
**Rho Kappa Omega Chapter**  
**Chapter Operations**  
**Tamiouchos Report**  
**Comparison of Budget to Actual 2017**  
**As of July 31, 2017**

<b>A/C#</b>	<b>Category</b>	<b>Approved Budget</b>	<b>*Actual YTD</b>	<b>Remaining in Budget</b>
<b><u>Expenditures</u></b>				
<b><u>Officers</u></b>				
5010	Basileus	\$1,600.00	\$430.00	\$1,170.00
5020	Grammateus	\$75.00		\$75.00
5030	Epistoleus	\$50.00		\$50.00
5040	Tamiouchos	\$30.00		\$30.00
5050	Pecunious Grammateus	\$75.00		\$75.00
5060	Graduate Advisor	\$500.00	\$300.00	\$200.00 (A1)
5070	Other Officers	\$50.00		\$50.00
<b><u>Standing Committees</u></b>				
5200	Standards Committee	\$45.00		\$45.00
5210	Membership Committee	\$100.00		\$100.00
5220	Connection Committee	\$50.00		\$50.00
5230	Archives Committee	\$142.00		\$142.00
5240	Leadership Development	\$100.00	\$66.23	\$33.77
5250	Awards Committee	\$100.00		\$100.00
5270	Publicity and Technology Committee	\$600.00		\$600.00
5280	Graduate Advisory Committee	\$100.00		\$100.00
5290	Courtesy and Protocol Committee	\$600.00	\$174.22	\$425.78
5300	Sisterly Relations Committee	\$100.00	\$34.11	\$65.89
5310	Other Standing Committees	\$50.00		\$50.00
<b><u>Administrative</u></b>				
5500	Bank service charges	\$75.00		\$75.00
5510	Monthly Meeting (room rental)	\$1,200.00	\$26.20	\$1,173.80
5520	Officers' Bonding	\$300.00	\$275.00	\$25.00
5530	P.O. Box Medium	\$200.00	\$200.00	\$0.00
5540	Storage Facility	\$1,800.00	\$1,544.50	\$255.50
5560	External Audit	\$300.00		\$300.00
<b><u>Corporate Office</u></b>				
5700	Chapter Tax	\$300.00	\$300.00	\$0.00
5710	Per Capita Tax	\$4,250.00	\$4,000.00	\$250.00
5720	EAF Dues	\$380.00	\$400.00	-\$20.00
5730	**Reactivation Fees	\$40.00	\$435.00	-\$395.00
5740	Constitution & Bylaws/ Manual of Standard Procedure	\$430.00	\$385.00	\$45.00
<b><u>Conferences</u></b>				
5900	North Atlantic Region & Boule Assessments	\$100.00	\$75.00	\$25.00
5910	NARC Delegates	\$740.00	\$555.00	\$185.00
5920	Boule Delegates	\$0.00		\$0.00
5930	Undergraduate Round-up	\$300.00		\$300.00
5940	Leadership Seminar	\$350.00		\$350.00
5950	Cluster IV Conference	\$85.00		\$85.00
5960	North Atlantic Leadership Meeting	\$300.00	\$235.00	\$65.00
<b><u>Other</u></b>				
6100	Contingency	\$1,623.00	\$340.00	\$1,283.00
6140	Tau Sigma Contingency	\$590.00	\$85.69	\$504.31
<b><u>Chapter Activities</u></b>				
6300	Founders' Day	\$50.00		\$50.00
6310	Membership Intake	\$100.00		\$100.00
6320	Ivy Beyond the Wall	\$150.00		\$150.00
<b>Total</b>		<b>\$18,030.00</b>	<b>\$9,860.95</b>	<b>\$8,169.05</b>

\*Actual YTD = \$5,813.77 - January 2017 + 1,184.03 - February 2017 + \$555.65 - March 2017 + \$239.11 - April 2017 + May 2017 - \$650.23 + June 2017 - \$1,418.16 + July 2017 - \$0

\*\*Per Alpha Kappa Alpha Sorority, Incorporated, Reactivating fee is \$145.00 Per member and \$10.00 EAF annual dues.

\*(A1) Upon approval of the minutes from the 6/17/17 general body meeting, \$85.00 transferred from Graduate Advisor line to

North Atlantic Leadership Meeting. Transfer of \$Graduate Advisor's revised Actual YTD will be \$371.69.



### CURRENT MONTH ACCOUNT SUMMARY

### Y-T-D ACCOUNT SUMMARY

**RECONCILIATION TO BANK STATEMENT**

### OUTSTANDING ITEMS

## STATEMENT OF ASSETS

Type of Account	Account Number	Balance
PNC Bank - Business Checking (Operations)	xxxxxxx841	\$12,955.68
Total Assets as of July 31, 2017		\$12,955.68

## Notes

\*2017 Income from Chapter Operations includes Chapter Registration, Corporate Office late fee and Restricted balances:

\$925.00 NARC chapter registration, \$37.50 Corporate Office late fee, \$365.51 - 2018 Chapter dues, \$80.00 - 2017 NARC reserved seats for Awards Gala and Diamond, Golden, Silver Luncheon

\*\*2017 Expenses for Chapter Operations is adjusted: Total Disbursements - \$9,368.45 - \$925 NARC chapter registration - \$37.50 Corporate Office late fee - 2017 Diamond, Golden, Silver Luncheon and Awards Gala \$80.00 + \$1,535 2017 Chapter tax and Per-capita/EAF = \$9,860.95.

The adjusted amount matches the Comparison of Budget to Actual report.



Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
Tamiouchos Report (Detail)  
Fundraising Account  
July 1 - July 31, 2017

<b>Beginning Available Balance</b>			<b>\$9,932.92</b>
<u>Income:</u>			
Rec'd	Deposit		
<b>Total Income</b>			<b>\$0.00</b>
<u>Disbursements:</u>			
Date	Posted	A/C #	
<b>Total Disbursements</b>			<b>\$0.00</b>

**Summary**

<b>Beginning Available Balance</b>	<b>\$9,932.92</b>
<b>Total Income</b>	<b>\$0.00</b>
<b>Total Disbursements</b>	<b>\$0.00</b>
<b>Ending Available Balance</b>	<b>\$9,932.92</b>
Carry Over Balance	\$9,932.92
Outstanding Items	
<b>PENDING DEPOSITS</b>	<b>\$0.00</b>
Bank Balance	\$9,932.92

## For the Period Ending July 31, 2017

### CURRENT MONTH ACCOUNT SUMMARY

Available Bank Balance as of July 1, 2017	\$9,932.92
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Income

Income from Self-Sustaining Activities	\$0.00	
Total Income		\$0.00

### Expenses

Expenses for Self-Sustaining Activities	\$0.00	
Disbursements - July 2017		\$0.00

<b>Available Bank Balance as of July 31, 2017</b>	<b>\$9,932.92</b>
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### Y-T-D ACCOUNT SUMMARY

<b>Available Bank Balance as of January 1, 2017</b>	<b>\$7,931.05</b>
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Income

2017 Income from Self-Sustaining Activities	\$7,157.33	
Total Income		\$7,157.33

### Expenses

*2017 Expenses for Self-Sustaining Activities	\$5,155.46	
Total Disbursements		\$5,155.46

Available Bank Balance as of July 31, 2017	\$9,932.92
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### RECONCILIATION TO BANK STATEMENT

Balance per Bank Statement as of July 31, 2017	\$9,932.92
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Plus: Deposits in Transit	\$0.00
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Less: Outstanding Items	\$0.00
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**Adjusted Bank Balance as of July 31, 2017** **\$9,932.92**

### OUTSTANDING ITEMS

<u>Payee</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
<hr/>			

<b>Total Outstanding Items as of July 31, 2017</b>	<b>\$0.00</b>
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DEPOSITS IN TRANSIT

<b>Pending Deposit</b>	<b>\$0.00</b>
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<b>Pending Deposit (PayPal)</b>	<b>\$0.00</b>
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<b>Total Deposits in Transit as of July 31, 2017</b>	<b>\$0.00</b>
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## STATEMENT OF ASSETS

Type of Account	Account Number	Balance
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<b>PNC Bank - Business Checking (Fundraising)</b>	<b>xxxxxxx892</b>	<b>\$9,932.92</b>
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**Total Assets as of July 31, 2017** **\$9,932.92**

### Notes

\*2017 Expenses for Chapter Self-Sustaining Activities is adjusted \$5,155.46 - \$214.84 2016 EAF 1908

Pledge - \$2.00 Soror R. Williams' Philacter fine transferred to Operating Account - \$2,367.25 2017

Scholarship Awards Luncheon Deposit + -\$750.00 Bowling Party + -275.00 Scholarship DJ + -\$173.24 Scholarship Luncheon supplies - \$125.00 (NAMI donation (Mental Health Awareness a/c 2300)

The adjusted amount matches the Comparison of Budget to Actual report.

**Alpha Kappa Alpha Sorority, Inc.**  
**Rho Kappa Omega Chapter**  
**Program**  
**Tamiouchos Report (Year-to-Date)**  
**Comparison of Budget to Actual 2017**

**As of July 31, 2017**

<b>A/C#</b>	<b>Category</b>	<b>**Approved Budget</b>	<b>*Actual YTD</b>	<b>Remaining in Budget</b>
<b><u>Chapter Programs</u></b>				
<b>1100</b>	Back to School Backpacks	<b>\$800.00</b>		\$800.00
<b>1200</b>	Martin L. King Jr. Day of Service Program	<b>\$175.00</b>	\$125.00	\$50.00
<b>1400</b>	Rho Kappa Omega Scholarship	<b>\$1,000.00</b>		\$1,000.00
<b>1500</b>	Making Strides Against Breast Cancer	<b>\$200.00</b>		\$200.00
<b>1600</b>	Go Red for Heart Health	<b>\$300.00</b>	\$272.11	\$27.89
<b>1800</b>	Program Advertising	<b>\$100.00</b>		\$100.00
<b>1900</b>	Africare	<b>\$100.00</b>	\$100.00	\$0.00
<b>2100</b>	1908 Playgrounds Mobilization	<b>\$400.00</b>	\$188.09	\$211.91
<b>2200</b>	The Longest Day Alzheimer's Support	<b>\$200.00</b>		\$200.00
<b>2300</b>	Mental Health Awareness Day/Domestic Violence Awareness	<b>\$500.00</b>	\$196.17	\$428.83 (A)
<b>2400</b>	Childhood Hunger Awareness	<b>\$400.00</b>		\$400.00
<b>2500</b>	Contingency	<b>\$300.00</b>	\$131.66	\$168.34
<b>2700</b>	Fiscal Responsibility Workshop	<b>\$250.00</b>	\$135.10	\$114.90
<b>2800</b>	Seasonal Wraps	<b>\$100.00</b>		\$100.00
<b>2900</b>	Thanksgiving Dinner	<b>\$275.00</b>		\$275.00
<b>3000</b>	ASCEND	<b>\$200.00</b>		\$200.00
<b>3100</b>	Unity Walk	<b>\$100.00</b>	\$100.00	\$0.00
<b>3200</b>	One Million Backpacks	<b>\$200.00</b>		\$200.00
<b>3300</b>	THINK HBCU	<b>\$100.00</b>		\$100.00
<b>Total</b>		<b>\$5,700.00</b>	<b>\$1,248.13</b>	<b>\$4,576.87</b>

**Notes:**

\*Actual YTD = \$225.00 - January 2017 + \$303.77 - February 2017 + \$0 - March 2017 + (125.00) - April 2017 + \$456.27 - May 2017

\$388.09 - June 2017 + \$0 - July 2017

\*\*Approved budget reduced from \$15,125 to \$5,700.

(A) \$125.00 donation made to defray the cost of the program. The remaining balance is \$500 approved budget + \$125.00 donation = \$625.00

**Alpha Kappa Alpha Sorority, Inc.**  
**Rho Kappa Omega Chapter**  
**Fundraising**  
**Tamiouchos Report (Year-to-Date)**

**As of July 31, 2017**

<b>A/C#</b>	<b>Category</b>	<b>*Revenue</b>	<b>Expenses</b>	<b>Net Profit</b>
<b><u>Fundraising Projects</u></b>				
<b>4700</b>	Bowling Party	\$40.00	\$750.00	-\$710.00
<b>4710</b>	Movie Event & Dining to Donate			\$0.00
<b>4720</b>	Lyle Love Affair			\$0.00
<b>4730</b>	Scholarship Awards 6/3/17	\$3,600.00	\$2,815.49	\$784.51
<b>4731</b>	Scholarship Awards vendor	\$100.00		\$100.00
<b>4732</b>	Scholarship Awards 6/3/17 tricky tray	\$263.00		\$263.00
<b>4740</b>	Denims & Pearls			\$0.00
<b>4750</b>	Outstanding assessments	\$1,415.01		\$1,415.01 (B)
<b>4760</b>	2016 EAF 1908 Pledge	\$202.24	\$214.84	-\$12.60 (A)
<b>4761</b>	2017 EAF Donation	\$90.08		\$90.08 (C)
<b>4770</b>	Think HBCU Dress Down	\$5.00		\$5.00
<b>4771</b>	EAF Karaoke for a Cause	\$1,315.00		\$1,315.00 (C)
<b>Total</b>		<b>\$7,030.33</b>	<b>\$3,780.33</b>	<b>\$3,250.00</b>

**Notes:**

Corporate Office requires separate reporting for all fundraising projects. (Financial Fundamentals, Rev. Nov 2014)

\*Revenue = income

(A) 2016 EAF 1908 Pledge reflects donations from 3 sorors @ \$19.08 each + 6 sorors @ \$20.00 each + 1 soror @ \$25.00 = \$202.24

(B) YTD ending 3/31/17 \$1,245.01 + \$170.00 - April 2017 = \$1,415.01

(C) Restricted Funds designated for EAF. \$1,405.08 Total



Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
Tamiouchos Report (Detail)  
Scholarship Account  
July 1 - July 31, 2017

<b>Beginning Available Balance</b>		<b>\$3,262.46</b>
<u>Income:</u>		
Rec'd	Deposit	
<b>Total Income</b>		<b>\$0.00</b>
<u>Disbursements:</u>		
Date	Posted	<b>A/C #</b>
<b>Total Disbursements</b>		<b>\$0.00</b>

**Summary**

<b>Beginning Available Balance</b>	<b>\$3,262.46</b>
<b>Total Income</b>	<b>\$0.00</b>
<b>Total Disbursements</b>	<b>\$0.00</b>
<b>Ending Available Balance</b>	<b>\$3,262.46</b>
Carry Over Balance	\$3,262.46
Outstanding Items	\$0.00
Bank Balance	\$3,262.46



Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
Tamiouchos Report (Summary)  
Monthly Financial Statements  
Scholarship Account  
For the Period Ending July 31, 2017

CURRENT MONTH ACCOUNT SUMMARY

<b>Available Bank Balance as of July 1, 2017</b>		<b>\$3,262.46</b>
<u>Income</u>		
Income for Scholarships	\$0.00	
Total Income		\$0.00
<u>Expenses</u>		
Expenses for Scholarships	\$0.00	
Disbursements - July 2017		\$0.00
<b>Available Bank Balance as of July 31, 2017</b>		<b>\$3,262.46</b>

Y-T-D ACCOUNT SUMMARY

<b>Available Bank Balance as of January 1, 2017</b>		<b>\$3,305.05</b>
<u>Income</u>		
2017 Income for Scholarships	\$0.00	
Total Income		\$0.00
<u>Expenses</u>		
2017 Expenses for Scholarships	\$42.59	
Total Expenses		\$42.59
<b>Available Bank Balance as of July 31, 2017</b>		<b>\$3,262.46</b>

RECONCILIATION TO BANK STATEMENT

<b>Balance per Bank Statement as of July 31, 2017</b>	<b>\$3,262.46</b>
Plus: Deposits in Transit	\$0.00
Less: Outstanding Items	\$0.00
<b>Adjusted Bank Balance as of July 31, 2017</b>	<b>\$3,262.46</b>

OUTSTANDING ITEMS

<u>Payee</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
<b>Total Outstanding Items as of July 31, 2017</b>			<b>\$0.00</b>

DEPOSITS IN TRANSIT

<b>Total Deposits in Transit as of July 31, 2017</b>	<b>\$0.00</b>
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STATEMENT OF ASSETS

<u>Type of Account</u>	<u>Account Number</u>	<u>Balance</u>
PNC Bank - Business Checking (Scholarship)	xxxxxxx497	\$3,262.46
<b>Total Assets as of July 31, 2017</b>		<b>\$3,262.46</b>

*Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
Scholarship  
Tamiouchos Report (Year-to-Date)  
Comparison of Budget to Actual 2017*

As of July 31, 2017

Notes

<u>A/C#</u>	<u>Category</u>	<u>*Approved Budget</u>	<u>Actual YTD</u>	<u>Remaining in Budget</u>
<u>Scholarship</u>				
7000	Annual Scholarships	\$3,300.00	\$42.59	\$3,257.41
Total				

Notes:

\*Approved budget is \$3,300.00.



Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
Tamiouchos Report (Detail)  
Operating Account  
Aug 1 - Aug 31, 2017

		<b>Beginning Available Balance</b>		<b>\$12,955.68</b>
	<u>Income:</u>			
Rec'd	Deposit			

<b>Total Income</b>	<b>\$0.00</b>
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	<u>Disbursements:</u>			
Date	Posted		<b>A/C #</b>	
8/27/17	2024	Palitto Agency (3/1/17 - 2/28/18) (Vice President)	5520/6100	\$50.00

<b>Total Disbursements</b>	<b>\$50.00</b>
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**Summary**

<b>Beginning Available Balance</b>	<b>\$12,955.68</b>
<b>Total Income</b>	<b>\$0.00</b>
<b>Total Disbursements</b>	<b>\$50.00</b>

<b>**Ending Available Balance</b>	<b>\$12,905.68</b>
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Carry Over Balance	\$12,905.68
Pending Charges	
#2024/\$50.00	\$50.00

<b>OUTSTANDING DEPOSITS</b>	<b>\$ -</b>
Bank Balance	\$12,955.68

\*\*Ending balance includes Restricted balance of \$365.51 for 2018 Chapter dues.



**Restricted Balances as of August 31, 2017**  
**Rho Kappa Omega Chapter**

Soror Doris Taylor	\$210.00
Soror Gloria Felder	\$150.00
Soror Vanessa Jean-Louis	\$ 5.00
Soror Barbara Jean Etheredge	\$ 0.51

<b>2018 Chapter dues</b>	<b>\$365.51</b>
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<b><u>Total ending 8/31/17</u></b>	<b><u>\$365.51</u></b>
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**Alpha Kappa Alpha Sorority, Inc.**  
**Rho Kappa Omega Chapter**  
**Chapter Operations**  
**Tamiouchos Report**  
**Comparison of Budget to Actual 2017**  
**As of August 31, 2017**

<b>A/C#</b>	<b>Category</b>	<b>Approved Budget</b>	<b>*Actual YTD</b>	<b>Remaining in Budget</b>
<b><u>Expenditures</u></b>				
<b><u>Officers</u></b>				
5010	Basileus	\$1,600.00	\$430.00	\$1,170.00
5020	Grammateus	\$75.00		\$75.00
5030	Epistoleus	\$50.00		\$50.00
5040	Tamiouchos	\$30.00		\$30.00
5050	Pecunious Grammateus	\$75.00		\$75.00
5060	Graduate Advisor	\$500.00	\$300.00	\$200.00 (A1)
5070	Other Officers	\$50.00		\$50.00
<b><u>Standing Committees</u></b>				
5200	Standards Committee	\$45.00		\$45.00
5210	Membership Committee	\$100.00		\$100.00
5220	Connection Committee	\$50.00		\$50.00
5230	Archives Committee	\$142.00		\$142.00
5240	Leadership Development	\$100.00	\$66.23	\$33.77
5250	Awards Committee	\$100.00		\$100.00
5270	Publicity and Technology Committee	\$600.00		\$600.00
5280	Graduate Advisory Committee	\$100.00		\$100.00
5290	Courtesy and Protocol Committee	\$600.00	\$174.22	\$425.78
5300	Sisterly Relations Committee	\$100.00	\$34.11	\$65.89
5310	Other Standing Committees	\$50.00		\$50.00
<b><u>Administrative</u></b>				
5500	Bank service charges	\$75.00		\$75.00
5510	Monthly Meeting (room rental)	\$1,200.00	\$26.20	\$1,173.80
5520	Officers' Bonding	\$300.00	\$300.00	\$0.00
5530	P.O. Box Medium	\$200.00	\$200.00	\$0.00
5540	Storage Facility	\$1,800.00	\$1,544.50	\$255.50
5560	External Audit	\$300.00		\$300.00
<b><u>Corporate Office</u></b>				
5700	Chapter Tax	\$300.00	\$300.00	\$0.00
5710	Per Capita Tax	\$4,250.00	\$4,000.00	\$250.00
5720	EAF Dues	\$380.00	\$400.00	-\$20.00
5730	**Reactivation Fees	\$40.00	\$435.00	-\$395.00
5740	Constitution & Bylaws/ Manual of Standard Procedure	\$430.00	\$385.00	\$45.00
<b><u>Conferences</u></b>				
5900	North Atlantic Region & Boule Assessments	\$100.00	\$75.00	\$25.00
5910	NARC Delegates	\$740.00	\$555.00	\$185.00
5920	Boule Delegates	\$0.00		\$0.00
5930	Undergraduate Round-up	\$300.00		\$300.00
5940	Leadership Seminar	\$350.00		\$350.00
5950	Cluster IV Conference	\$85.00		\$85.00
5960	North Atlantic Leadership Meeting	\$300.00	\$235.00	\$65.00
<b><u>Other</u></b>				
6100	Contingency	\$1,623.00	\$365.00	\$1,258.00
6140	Tau Sigma Contingency	\$590.00	\$85.69	\$504.31
<b><u>Chapter Activities</u></b>				
6300	Founders' Day	\$50.00		\$50.00
6310	Membership Intake	\$100.00		\$100.00
6320	Ivy Beyond the Wall	\$150.00		\$150.00
<b>Total</b>		<b>\$18,030.00</b>	<b>\$9,910.95</b>	<b>\$8,119.05</b>

\*Actual YTD = \$5,813.77 - January 2017 + 1,184.03 - February 2017 + \$555.65 - March 2017 + \$239.11 - April 2017 + May 2017 - \$650.23 + June 2017 - \$1,418.16 + July 2017 - \$0 + August 2017 - \$50.00

\*\*Per Alpha Kappa Alpha Sorority, Incorporated, Reactivating fee is \$145.00 Per member and \$10.00 EAF annual dues.

\*(A1) Upon approval of the minutes from the 6/17/17 general body meeting, \$85.00 transferred from Graduate Advisor line to North Atlantic Leadership Meeting. Transfer of \$Graduate Advisor's revised Actual YTD will be \$371.69.

Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
Tamiouchos Report (Summary)  
Monthly Financial Statements  
Operating Account  
For the Period Ending August 31, 2017

CURRENT MONTH ACCOUNT SUMMARY

<b>Available Bank Balance as of August 1, 2017</b>		<b>\$12,955.68</b>
<u>Income</u>		
Income from Chapter Operations	\$0.00	
Total Income		\$0.00
<u>Expenses</u>		
Expenses for Chapter Operations	\$50.00	
Disbursements - July 2017		\$50.00
<b>Available Bank Balance as of August 31, 2017</b>		<b>\$12,905.68</b>

Y-T-D ACCOUNT SUMMARY

<b>Available Bank Balance as of January 1, 2017</b>		<b>\$13,053.30</b>
<u>Income</u>		
*2017 Income from Chapter Operations	\$9,270.83	
Total Income		\$9,270.83
<u>Expenses</u>		
**2017 Expenses for Chapter Operations	\$9,418.45	
Total Disbursements		\$9,418.45
<b>Available Bank Balance as of August 31, 2017</b>		<b>\$12,905.68</b>

RECONCILIATION TO BANK STATEMENT

<b>Balance per Bank Statement as of August 31, 2017</b>	<b>\$12,955.68</b>
Plus: Deposits in Transit	\$ -
Less: Outstanding Items	\$ 50.00
Less: Pending Bank Reconciliation	\$0.00
<b>Adjusted Bank Balance as of August 31, 2017</b>	<b>\$12,905.68</b>

OUTSTANDING ITEMS

<u>Payee</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
Palitto Agency	2024	08/27/17	\$50.00
<b>Total Outstanding Items as of August 31, 2017</b>			<b>\$50.00</b>

DEPOSITS IN TRANSIT

Pending Deposit	\$0.00
Pending Deposit (Paypal)	\$0.00
<b>Total Deposits in Transit as of August 31, 2017</b>	<b>\$0.00</b>

STATEMENT OF ASSETS

<u>Type of Account</u>	<u>Account Number</u>	<u>Balance</u>
PNC Bank - Business Checking (Operations)	xxxxxxx841	\$12,955.68
<b>Total Assets as of August 31, 2017</b>		<b>\$12,955.68</b>

## Notes

**\*2017 Income from Chapter Operations includes Chapter Registration, Corporate Office late fee and Restricted balances:**

**\$925.00 NARC chapter registration, \$37.50 Corporate Office late fee, \$365.51 - 2018 Chapter dues, \$80.00 - 2017 NARC reserved seats for Awards Gala and Diamond, Golden, Silver Luncheon**

**\*\*2017 Expenses for Chapter Operations is adjusted: Total Disbursements - \$9,418.45 - \$925 NARC chapter registration - \$37.50 Corporate Office late fee - 2017 Diamond, Golden, Silver Luncheon and Awards Gala \$80.00 + \$1,535 2017 Chapter tax and Per-capita/EAF = \$9,910.95.**

**The adjusted amount matches the Comparison of Budget to Actual report.**



Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
Tamiouchos Report (Detail)  
Fundraising Account  
Aug 1 - Aug 31, 2017

<b>Beginning Available Balance</b>				<b>\$9,932.92</b>
<u>Income:</u>				
Rec'd	Deposit			
<b>Total Income</b>				<b>\$0.00</b>
<u>Disbursements:</u>				
Date	Posted		<b>A/C #</b>	
8/27/17	1576	Sallie Brown: Longest Day/Alzheimer's Association	2200	\$134.72
8/27/17	1577	Sallie Brown: Back to School Backpacks	1100	\$660.01
8/27/17	1578	Shevon Armstrong: Back to School Backpacks	1100	\$101.79
<b>Total Disbursements</b>				<b>\$896.52</b>

**Summary**

<b>Beginning Available Balance</b>	<b>\$9,932.92</b>
<b>Total Income</b>	<b>\$0.00</b>
<b>Total Disbursements</b>	<b>\$896.52</b>
<b>Ending Available Balance</b>	<b>\$9,036.40</b>
Carry Over Balance	\$9,036.40
Outstanding Items	
<b>PENDING DEPOSITS</b>	<b>\$0.00</b>
Bank Balance	\$9,036.40



### CURRENT MONTH ACCOUNT SUMMARY

<b>Expenses</b>		
Expenses for Self-Sustaining Activities	\$896.52	
Disbursements - August 2017		\$896.52
Available Bank Balance as of August 31, 2017		\$9,036.40

<b>Expenses</b>		
*2017 Expenses for Self-Sustaining Activities	\$6,051.98	
Total Disbursements		\$6,051.98
Available Bank Balance as of August 31, 2017		\$9,036.40

Balance per Bank Statement as of August 31, 2017	\$9,036.40
Plus: Deposits in Transit	\$0.00
Less: Outstanding Items	\$0.00
Adjusted Bank Balance as of August 31, 2017	<u>\$9,036.40</u>

<b>Total Outstanding Items as of August 31, 2017</b>	<b>\$0.00</b>
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Pending Deposit	\$0.00
Pending Deposit (PayPal)	\$0.00
<b>Total Deposits in Transit as of August 31, 2017</b>	<b>\$0.00</b>

<u>Type of Account</u>	<u>Account Number</u>	<u>Balance</u>
PNC Bank - Business Checking (Fundraising)	xxxxxxx892	\$9,036.40
Total Assets as of August 31, 2017		\$9,036.40

### Notes

\*2017 Expenses for Chapter Self-Sustaining Activities is adjusted \$6,051.98 - \$214.84 2016 EAF 1908

Pledge - \$2.00 Soror R. Williams' Philacter fine transferred to Operating Account - \$2,367.25 2017

Scholarship Awards Luncheon Deposit + -\$750.00 Bowling Party + -275.00 Scholarship DJ + -\$173.24 Scholarship Luncheon supplies - \$125.00 (NAMI donation (Mental Health Awareness a/c 2300)

The adjusted amount matches the Comparison of Budget to Actual report.

**Alpha Kappa Alpha Sorority, Inc.**  
**Rho Kappa Omega Chapter**  
**Program**  
**Tamiouchos Report (Year-to-Date)**  
**Comparison of Budget to Actual 2017**

**As of August 31, 2017**

<b>A/C#</b>	<b>Category</b>	<b>**Approved Budget</b>	<b>*Actual YTD</b>	<b>Remaining in Budget</b>
<b><u>Chapter Programs</u></b>				
<b>1100</b>	Back to School Backpacks	<b>\$800.00</b>	\$761.80	\$38.20
<b>1200</b>	Martin L. King Jr. Day of Service Program	<b>\$175.00</b>	\$125.00	\$50.00
<b>1400</b>	Rho Kappa Omega Scholarship	<b>\$1,000.00</b>		\$1,000.00
<b>1500</b>	Making Strides Against Breast Cancer	<b>\$200.00</b>		\$200.00
<b>1600</b>	Go Red for Heart Health	<b>\$300.00</b>	\$272.11	\$27.89
<b>1800</b>	Program Advertising	<b>\$100.00</b>		\$100.00
<b>1900</b>	Africare	<b>\$100.00</b>	\$100.00	\$0.00
<b>2100</b>	1908 Playgrounds Mobilization	<b>\$400.00</b>	\$188.09	\$211.91
<b>2200</b>	The Longest Day Alzheimer's Support	<b>\$200.00</b>	\$134.72	\$65.28
<b>2300</b>	Mental Health Awareness Day/Domestic Violence Awareness	<b>\$500.00</b>	\$196.17	\$428.83 (A)
<b>2400</b>	Childhood Hunger Awareness	<b>\$400.00</b>		\$400.00
<b>2500</b>	Contingency	<b>\$300.00</b>	\$131.66	\$168.34
<b>2700</b>	Fiscal Responsibility Workshop	<b>\$250.00</b>	\$135.10	\$114.90
<b>2800</b>	Seasonal Wraps	<b>\$100.00</b>		\$100.00
<b>2900</b>	Thanksgiving Dinner	<b>\$275.00</b>		\$275.00
<b>3000</b>	ASCEND	<b>\$200.00</b>		\$200.00
<b>3100</b>	Unity Walk	<b>\$100.00</b>	\$100.00	\$0.00
<b>3200</b>	One Million Backpacks	<b>\$200.00</b>		\$200.00
<b>3300</b>	THINK HBCU	<b>\$100.00</b>		\$100.00
<b>Total</b>		<b>\$5,700.00</b>	<b>\$2,144.65</b>	<b>\$3,680.35</b>

**Notes:**

\*Actual YTD = \$225.00 - January 2017 + \$303.77 - February 2017 + \$0 - March 2017 + (125.00) - April 2017 + \$456.27 - May 2017

\$388.09 - June 2017 + \$0 - July 2017 + \$896.52 Aug 2017

\*\*Approved budget reduced from \$15,125 to \$5,700.

(A) \$125.00 donation made to defray the cost of the program. The remaining balance is \$500 approved budget + \$125.00 donation = \$625.00

**Alpha Kappa Alpha Sorority, Inc.**  
**Rho Kappa Omega Chapter**  
**Fundraising**  
**Tamiouchos Report (Year-to-Date)**

**As of July 31, 2017**

<b>A/C#</b>	<b>Category</b>	<b>*Revenue</b>	<b>Expenses</b>	<b>Net Profit</b>
<b><u>Fundraising Projects</u></b>				
<b>4700</b>	Bowling Party	<b>\$40.00</b>	<b>\$750.00</b>	<b>-\$710.00</b>
<b>4710</b>	Movie Event & Dining to Donate			<b>\$0.00</b>
<b>4720</b>	Lyle Love Affair			<b>\$0.00</b>
<b>4730</b>	Scholarship Awards 6/3/17	<b>\$3,600.00</b>	<b>\$2,815.49</b>	<b>\$784.51</b>
<b>4731</b>	Scholarship Awards vendor	<b>\$100.00</b>		<b>\$100.00</b>
<b>4732</b>	Scholarship Awards 6/3/17 tricky tray	<b>\$263.00</b>		<b>\$263.00</b>
<b>4740</b>	Denims & Pearls			<b>\$0.00</b>
<b>4750</b>	Outstanding assessments	<b>\$1,415.01</b>		<b>\$1,415.01 (B)</b>
<b>4760</b>	2016 EAF 1908 Pledge	<b>\$202.24</b>	<b>\$214.84</b>	<b>-\$12.60 (A)</b>
<b>4761</b>	2017 EAF Donation	<b>\$90.08</b>		<b>\$90.08 (C)</b>
<b>4770</b>	Think HBCU Dress Down	<b>\$5.00</b>		<b>\$5.00 (D)</b>
<b>4771</b>	EAF Karaoke for a Cause	<b>\$1,315.00</b>		<b>\$1,315.00 (C)</b>
<b>Total</b>		<b>\$7,030.33</b>	<b>\$3,780.33</b>	<b>\$3,250.00</b>

**Notes:**

Corporate Office requires separate reporting for all fundraising projects. (Financial Fundamentals, Rev. Nov 2014)

\*Revenue = income

(A) 2016 EAF 1908 Pledge reflects donations from 3 sorors @ \$19.08 each + 6 sorors @ \$20.00 each + 1 soror @ \$25.00 = \$202.24

(B) YTD ending 3/31/17 \$1,245.01 + \$170.00 - April 2017 = \$1,415.01

(C) Restricted Funds designated for EAF. \$1,405.08 Total

(D) Restricted Funds designated for THINK HBCU Initiative



Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
Tamiouchos Report (Detail)  
Scholarship Account  
Aug 1 - Aug 31, 2017

<b>Beginning Available Balance</b>		<b>\$3,262.46</b>
<u>Income:</u>		
Rec'd	Deposit	
<b>Total Income</b>		<b>\$0.00</b>
<u>Disbursements:</u>		
Date	Posted	<b>A/C #</b>
<b>Total Disbursements</b>		<b>\$0.00</b>

**Summary**

<b>Beginning Available Balance</b>	<b>\$3,262.46</b>
<b>Total Income</b>	<b>\$0.00</b>
<b>Total Disbursements</b>	<b>\$0.00</b>
<b>Ending Available Balance</b>	<b>\$3,262.46</b>
Carry Over Balance	\$3,262.46
Outstanding Items	\$0.00
Bank Balance	\$3,262.46

Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
Tamiouchos Report (Summary)  
Monthly Financial Statements  
Scholarship Account  
For the Period Ending August 31, 2017

CURRENT MONTH ACCOUNT SUMMARY

<b>Available Bank Balance as of August 1, 2017</b>		<b>\$3,262.46</b>
<u>Income</u>		
Income for Scholarships	\$0.00	
Total Income		\$0.00
<u>Expenses</u>		
Expenses for Scholarships	\$0.00	
Disbursements - August 2017		\$0.00
<b>Available Bank Balance as of August 31, 2017</b>		<b>\$3,262.46</b>

Y-T-D ACCOUNT SUMMARY

<b>Available Bank Balance as of January 1, 2017</b>		<b>\$3,305.05</b>
<u>Income</u>		
2017 Income for Scholarships	\$0.00	
Total Income		\$0.00
<u>Expenses</u>		
2017 Expenses for Scholarships	\$42.59	
Total Expenses		\$42.59
<b>Available Bank Balance as of August 31, 2017</b>		<b>\$3,262.46</b>

RECONCILIATION TO BANK STATEMENT

<b>Balance per Bank Statement as of August 31, 2017</b>	<b>\$3,262.46</b>
Plus: Deposits in Transit	\$0.00
Less: Outstanding Items	\$0.00
<b>Adjusted Bank Balance as of August 31, 2017</b>	<b>\$3,262.46</b>

OUTSTANDING ITEMS

<u>Payee</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
<b>Total Outstanding Items as of August 31, 2017</b>			<b>\$0.00</b>

DEPOSITS IN TRANSIT

<b>Total Deposits in Transit as of August 31, 2017</b>	<b>\$0.00</b>
--	---------------

STATEMENT OF ASSETS

<u>Type of Account</u>	<u>Account Number</u>	<u>Balance</u>
PNC Bank - Business Checking (Scholarship)	xxxxxxx497	\$3,262.46
<b>Total Assets as of August 31, 2017</b>		<b>\$3,262.46</b>

**Alpha Kappa Alpha Sorority, Inc.**  
**Rho Kappa Omega Chapter**  
**Scholarship**  
**Tamiouchos Report (Year-to-Date)**  
**Comparison of Budget to Actual 2017**

**As of August 31, 2017**

**Notes**

<b>A/C#</b>	<b>Category</b>	<b>*Approved Budget</b>	<b>Actual YTD</b>	<b>Remaining in Budget</b>
<b><u>Scholarship</u></b>				
<b>7000</b>	Annual Scholarships	<b>\$3,300.00</b>	<b>\$42.59</b>	<b>\$3,257.41</b>
	<b>Total</b>			

**Notes:**

\*Approved budget is \$3,300.00.

*Alpha Kappa Alpha Sorority, Inc.*  
*Rho Kappa Omega Chapter*

**September 2017 Committee Report**

There was a Program Committee call on September 5, 2017 @ 7:05pm

**2017 Program Committee Goals:**

- Meet All Community Impact Days for Launching New Dimension of Services
- Increase Community Participation in all Programs
- Collaborating with five or more Community Partners
- Increase Sorors participations in programs by at 50% of the chapter Sorors
- Donate or Collaborate to One New Organization

**Upcoming Programs**

- THINK HBCU College Fair on September 23, 2017 at City Hall in Jersey City, NJ
- Spill the Tea on Domestic Violence on October 7, 2017
- Childhood Hunger Program on October 16, 2017
- Breast Cancer Walk on October 22, 2017
- Thanksgiving Dinner-November 2017
  
- The Program Committee would like to thank the Sorors that support and participated in the Longest Day/Alzheimer's Day Program, the Health and Safety Backpack Drive and Seasonal Wraps Donation. The community was appreciative for the contribution that was provided by the chapter.
  
- Update on the THINK HBCU and there has been several response from colleges and universities to participate in College Fair. If Sorors are unable to attend the college fair. Sorors can participate in the '08 campaign by donating \$8 to your favorite HBCU. By Sign-in to the Members Only section of [www.aka1908.com](http://www.aka1908.com) go to the "Online Store" and selection "Donation-HBCU 08 Campaign to donate a minimum of \$8.00 to the HBCU of your choice. Report the amount and confirmation letter to the Program Committee.
  
- Spill Tea Domestic Violence is scheduled for October 7, 2017 from 12:00pm to 3:00pm, locations is Mary McLeod Bethune Center located at 140 Martin Luther King Blvd. Jersey City, NJ and there are five speakers for the event and Sorors participation and please encourage others to come out and support this event.
  
- Hope House is in need of new towels and twin size sheets for the residents and the program committee will be collecting the items for the months of October, November and December. All items will be provided to the residents in December 2017.



- **Recap of the goals for 2017 and the goals has been achieved and the goal of increasing Sorors participation in programs by 50% of the chapter sorors continues to be a challenge and participation is needed from the Sorors**
- **The 2018 Planning Program Meeting on August 27, 2017 was productive and successful. Thankful the Sorors participation and suggestions to make 2018 a productive years of programs to help the residents of Hudson County**
- **Backpacks will be purchased for Cluster IV Leadership Conference on behalf of Rho Kappa Omega. Twenty-four backpacks will be donated at Cluster IV on October 14, 2017 at Raritan Valley Community College located at 118 Lamington Road Branchburg, New Jersey, 08876**
- **The 2018 Proposed Programs will be discussed on the next conference call on October 3, 2017 @ 7:00pm**
- **Thanks to all the Sorors of Rho Kappa Omega that continues to provide support and assistance to the programs and your continued support to the families of Hudson County.**

**Recommendations:**

**I move to reimburse Sallie E. Brown \$120 from Program Contingency for meeting space for 2018 Program Planning Meeting on 08/27/17**

**Next Program Committee Conference call will be held on October 3, 2017 @ 7:00pm and the conference number is (712)775-7031 and the PIN Number is 476-587-395#**

**Sisterly Yours,**

**Soror Sallie E. Brown, on behalf of the Program Committee**



Alpha Kappa Alpha Sorority, Incorporated  
Rho Kappa Omega Chapter  
Budget and Finance Committee  
September 2017

Per Rho Kappa Omega Chapter's bylaws, Article VII Section 2 2b, we arranged meetings with all committee chairman in August to review budget request forms for the upcoming fiscal year. In addition to reviewing the upcoming request, the Committee was able to determine the 2017 carryover amount.

Special thank you to Madam Basileus, Sorors Sabrina, Ty, Vanessa, Lyndsay, Heather, Cashonda, Elisheva, Janice, Shevon, Siiera, Maya and Dolores for participating in 2018 budget meetings.

The Budget and Finance Committee is continuing to work with GAC, Standards, Nominating, Connections and Publicity and Technology to obtain carryover and 2018 budget needs.

#### **\*PayPal and Evenbrite Comparative Analysis:**

Similarities:

PayPal and Eventbrite enables all fees to be passed along to the purchasers.

Transaction report for all payments received easily accessible to the website's authorized users.

Differences:

##### **Refunded tickets**

PayPal-Chapter will be charged a transaction fee for any refunded tickets.

Eventbrite – No transaction fee.

##### **Receiving monies from events**

PayPal – Chapter can transfer funds into our bank account at any time.

Eventbrite – Monies is transferred automatically into the designated bank account approximately 5 days after the event. If the purchasers uses PayPal to pay for the ticket, the Chapter is charged by Eventbrite and PayPal for the transaction.

##### **Reporting**

PayPal – Provides payment reconciliation, forecasting and order tracking.

Eventbrite – Provides payment reconciliation, sales summary and by ticket type, geography summary, event attendance vs No Shows, printable tickets and numerous other reports.

#### **\*Information Sources:**

<http://www.techsoup.org/support/articles-and-how-tos/few-good-online-event-registration-tools>

[https://www.eventbrite.com/support/articles/en\\_US/Troubleshooting/comparing-payment-processing-options?lg=en\\_US](https://www.eventbrite.com/support/articles/en_US/Troubleshooting/comparing-payment-processing-options?lg=en_US)

<https://developer.paypal.com/docs/classic/products/reporting/>

**Chapter's PayPal account**

PayPal account is still listed under Soror Rasheeda Green. PayPal has disabled our account pending proof from the account owner – which is listed under Soror Rasheeda. The Budget and Finance Committee will explore whether to re-engage the existing PayPal account or to start a new one.

2016 outstanding assessment: (6) sorors are indebted to the chapter. The total indebtedness is \$510.00.

Internal financial procedures with a rationale has been created for the chapter's review and approval.

Submitted by

Soror Vernetha Hope Powell, Chairman  
on behalf of the Budget and Finance Committee

### **Rho Kappa Omega Chapter Internal Financial Procedures**

- 1) On a yearly basis, the Budget and Finance Committee shall review Alpha Kappa Alpha Sorority Incorporated's financial procedures to ensure Rho Kappa Omega Chapter's practices are aligned with the current policy.

(Rationale: Per the Financial Fitness Guide to Chapter Financial Procedures, Revised November 2013, debit cards are not authorized by Alpha Kappa Alpha Sorority, Incorporated. From December 2013 – March 2015, \$6,400.67 was charged on debit cards.)

- 2) On a yearly basis, the Budget and Finance Committee shall review Rho Kappa Omega Chapter's fidelity bond and signatories on all bank accounts to ensure protection of chapter funds.

(Rationale: Per the Financial Fitness Guide to Chapter Financial Procedures, Revised November 2010, chapters should review their bond coverage annually. Authorized bank signers were not covered under the chapter's fidelity bond.)

- 3) On a yearly basis, the Budget and Finance Committee shall develop a single document listing all yearly vendors.

(Rationale: Currently, there isn't a single report with our vendors and the corresponding information regarding the coverage period. The absence of this report has resulted in the chapter paying late/pre-foreclosure fees and losing our security deposit.)

- 4) After meeting with committee chairman to discuss their budget request form for the upcoming annual operating budget, the Budget and Finance Committee will share any budgetary changes with the committee chairman prior to the release of the budget.

(Rationale: According to Rho Kappa Omega Chapter's bylaws Article VII Section 2 2b, the Budget and Finance Committee shall meet with all committee chairman to review their budget request forms. Prior notification of budget changes enables the Budget and Finance Committee and committee chairman to discuss the changes privately.)

- 5) All expenditures shall be approved and submitted via the reimbursement system within 60 days of purchase. The voucher should include the original receipt and a copy with the reimbursement form. In lieu of a receipt copy, the soror can email an electronic copy to the Tamiouchos prior to request submittal.

(Rationale: Per the Financial Fitness Guide to Chapter Financial Procedures, Revised November 2016, the original receipt should be included with the reimbursement request. Outstanding receipts can negatively impact the Budget and Finance Committee from developing an accurate operating budget. Furthermore, this policy clarifies the associated documentation needed for reimbursement.)

- 6) All returned checks fees shall be reimbursed by the soror. The Budget and Finance Committee will work with the soror to cover the applicable bank charges.

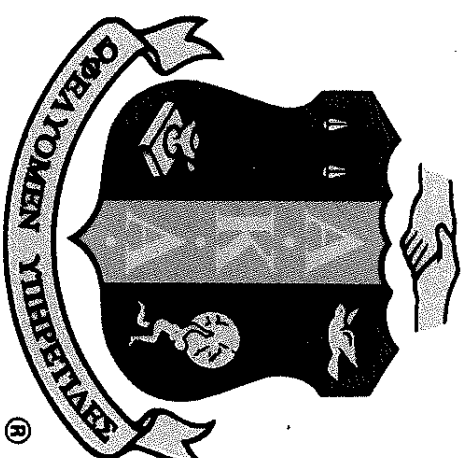
(Rationale: Per the Financial Fitness Guide to Chapter Financial Procedures, Revised November 2013, the chapter may impose a returned check fee, if applicable.)

- 7) In addition to providing monthly written financial reports to the chapter, the Tamiouchos shall issue a separate report for Restricted funds and Fundraising projects.

(Rationale: Per the Financial Fitness Guide to Chapter Financial Procedures November 2013, revenues and expenditures related to fundraising projects should also be reported separately. Separate reporting will enable the Budget and Finance Committee to adequately plan for the new budget.)

- 8) During the Pecunious Grammateus' absence, the Fundraising Chairman can accept chapter funds. After the Fundraising Chairman collects the funds, she will submit the transmittal forms with an itemized breakdown of funds collected to the Tamiouchos and Pecunious Grammateus. The Pecunious Grammateus will issue a receipt to reflect funds received by the Fundraising Chairman.

(Rationale: The Fundraising Chairman is covered under the chapter's fidelity bond and has been authorized unofficially to accept monies at events and in the Pecunious Grammateus' absence. This internal control formalizes the standing policy.)



# **FISCAL FITNESS**

## **GUIDE TO CHAPTER**

## **FINANCIAL PROCEDURES**

Revised November 2013

Reports). This form requires the signatures of the former chapter Basileus and/or Tamiouchos.

- Sorors transferring from general membership to a chapter must obtain the signature of the Alpha Kappa Alpha Executive Director.
- The approved Transfer Verification form documents the soror has met all financial obligations of the former chapter and Corporate Office (See the *Constitution and Bylaws Article IV, Sections 40-42* and *Manual of Standard Procedure* for additional guidance).

- **Interest Groups**

- An annual fee is paid to the Alpha Kappa Alpha Corporate Office by each interest group.

- **Charter Fee**

- A charter fee is paid to the Alpha Kappa Alpha Corporate Office when a new chapter is established.

## V. Financial Procedures

Each chapter should establish detailed financial procedures for handling chapter finances which should be approved by the chapter in accordance with the chapter bylaws and Alpha Kappa Alpha Financial Guidelines. These may include the handling of funds, record keeping, budgeting, banking procedures, bonding, auditing, and internal controls.

- **Who Handles Funds**

One of the most important aspects in the receipt and disbursement of funds is separation of duties. No one soror should be permitted to handle a financial transaction from start to finish, as it pertains to the receipt and disbursement of funds. This internal control provides appropriate checks and balances, and also reduces the probability of error.

Those chapter officers who are elected to handle finances should have basic bookkeeping and accounting skills, knowledge of proper procedures for handling and reporting finances, and the ability to establish an orderly and accurate method of recording revenues and expenditures. Other attributes that should be exhibited are honesty, integrity, and punctuality.

The required financial officers in the chapter are the Pecunious Grammateus (Financial Secretary) and the Tamiouchos (Treasurer).

### A. Revenues

The Pecunious Grammateus receives all funds in the name of the chapter, regardless of the source. This includes dues, funds raised through special projects, contributions, and other sources. She

issues a receipt identifying the source of funds, and then turns such funds over to the Tamiouchos within 5-7 business days with a written statement indicating the source of the funds.


The Tamiouchos deposits intact all funds received from the Pecunious Grammateus into the chapter bank account. The deposit should be made within 5-7 business days of receipt of the funds from the Pecunious Grammateus. (Undergraduate chapters on college/university campuses should fully utilize the college facilities for depositing and disbursing funds). Chapters may consider obtaining access to their bank drop box to assist in the timely deposit of funds.

In chapters where funds are received by sorors for ticket sales or other fund raising projects, these funds must be recorded immediately, and turned over to the Pecunious Grammateus.

All sorors who collect or disburse funds for the chapter must be bonded.

### B.

#### Expenditures

 All chapters' expenditures must be authorized, either by inclusion in the chapter budget or by vote of the chapter. The procedure for disbursement of funds begins with a voucher that is prepared and signed by the Committee Chairman or other authorized individuals. The voucher contains the purpose for the expenditure, name of the committee requesting the expenditure, the amount of the expenditure, and the budget line item. The voucher is then signed and approved by two chapter officers as specified in the Chapter Bylaws or the Chapter Financial Procedures. Generally, the voucher is approved by the Basileus and the Tamiouchos.

The Tamiouchos then issues a check, in the authorized amount, signed by the Tamiouchos and the Basileus (or by any two of the chapter officers authorized to sign checks). The purpose for the expenditure should be clearly stated on the check, and also in the check register. In the case of undergraduate chapters, the Graduate Advisor must also sign vouchers and chapter checks.

Credit cards and prepaid cards are authorized with established appropriate internal controls, including the use of a pre-approved voucher for all expenditures.

  Debit cards are not authorized.  Rationale #1

- **Financial Records**

The Tamiouchos and the Pecunious Grammateus must maintain monthly financial records, and present written reports to the chapter. These financial records should include the following:

Rationale #1

Rationale #1

	12/23/2013	1/1/2014 - 12/31/2014	1/1/2015 - 3/16/2015	Total Expended Per card
<b>card ending in 8217 (Operating)</b>	<b>23.99</b>	<b>47.98</b>		<b>\$71.97</b>
Intuit Website (Chapter website)	23.99	23.99		
		23.99		
<b>Cumulative Expended total for card ending in 8217</b>				<b>\$71.97</b>
<b>card ending in 7532 (Operating)</b>	<b>0</b>	<b>6256.73</b>	<b>71.97</b>	<b>\$6,328.70</b>
AKA North Atlantic (2/28/14)		750		
(4/29/14) Marriott Washington D.C.		100		
Renaissance Hotel (6/9/14) Newark, NJ		4827.27		
renaissance Hotel (6/10/14) Newark, NJ		257.24		
renaissance Hotel (6/11/14) Newark, NJ		130.3		
Intuit Website (Chapter website)		191.92	71.97	
<b>Cumulative Expended total for card ending in 7532</b>				<b>\$6,328.70</b>
<b>Total Debit Card \$</b>				<b>\$6,400.67</b>



## Signatures For chapter account

Camacho, Xiomara <Xiomara.Camacho@pnc.com>

Sat 9/2/2017 1:12 PM

To: hoperobinson@hotmail.com <hoperobinson@hotmail.com>; pkqbasileus8@gmail.com <pkqbasileus8@gmail.com>;

Signatures from the three accounts:

TIN: 363605185

Effective date: N/A

VERNETHA POWELL  
VANETHA Wood-Stradford

Effective date: 01/06/2016

Cimeron Bryant  
Shevon Armstrong  
Sallie Brown

Effective date: N/A

Cimeron Bryant  
Sobande Afolabi  
Natalie Russell  
Sonia Pleasant

Effective date: 01/08/2011

Sobande Afolabi  
Janice Watson  
Cimeron Bryant  
Darcell Medley-Stokes

Effective date: 01/02/2009

Sha-nieka Muniz  
Doreen Droughon  
Andrea Mason  
Rasheeda Green

Effective Date: 01/01/2007

Sha-nieka Muniz  
Bianca Thompson  
Janice Watson  
Andrea Mason

Effective date: 01/21/2006

Sha-nieka Muniz  
Bianca Thompson  
Rasheeda Bennett  
Trudy Miles

Effective date: 02/11/2005

Nicole Jackson  
Sha-nieka Muniz  
Kelli Simpkins  
Dara Aquila Govan

Effective Date: 05/14/2003

Rasheeda Bennett  
Shantilla Gillespie  
Vanetha Wood-Stradford  
Dara Quila Govan  
Aisha Smith

Alpha Kappa Alpha Sorority, Inc  
Phi Kappa Omega Chapter  
PO Box 15537  
Jersey City, NJ 07305

12/31/2017

Effective January 1, 2017, please remove the following  
names (officers):

Cameron Bryant  
Sobande F. Afolabi  
Shevon Armstrong

from accounts

80-27274497  
80-22633841  
80-22633892

New signers are as follows:

Vanetta Wood-Stradford  
Vernetta Hope Powell  
Sallie Brown.

Cameron Bryant  
1/1/2017

Sincerely,  
Xiomara Camacho  
NMLS# 1548060  
PNC Bank  
[395 Danforth Ave](#)  
[Jersey City, NJ 07305](#)  
Phone: (201) 915-1607

**Fax: (201) 915-1608**

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## Vernetha Powell

---

**From:** Hope Hezel <palittoagency@optimum.net>  
**Sent:** Friday, August 25, 2017 12:26 PM  
**To:** Vernetha Powell  
**Subject:** Bond changes  
**Attachments:** AKA RKO bond and riders 1993 2017.pdf; AKA RKO 6 position invoice.pdf

Hi Hope,

The bond #58562555 was opened on 1993. At this point, it looks like the bond was for the Financial Secretary and the Fundraising Chairperson (each position was \$5,000 each coverage)

In 1997, the bond was amended to cover Treasurer and Financial Secretary and Fundraising Chairperson (3 @ \$5,000 each)

No other positions were added until 2011. There were some mailing address changes submitted, but those were the only changes.

In 2010, the President position was added (4 bonds @ \$5000 each position)

In the beginning of 2017, the bond positions were changed to read President, Treasurer, Secretary and Financial Secretary. The total bond coverage was changed from \$20,000 to \$30,000 - \$7,500 each),

A fifth position was then added in March – Financial Chairperson was added – the bond stayed at \$30,000, so each position was \$6,000.

At end of July 2017, a sixth position was added – Vice Chairperson and the bond amount of \$30,000 stayed level - \$5,000 for each position.

I hope this helps.

Attached is a file with the new rider showing the bond change (plus the changes in positions from the beginning) and a new invoice for the additional \$50.00. I hope this helps, but please let me know if you need something else for your chapter.

Hope

*Hope M. Hezel*

### Palitto Agency

110 Main Street  
South Amboy, NJ 08879  
Telephone: (732) 753-9700  
Fax: (732) 753-9701

43 3<sup>rd</sup> Street  
Phillipsburg, NJ 08865  
Telephone: (908) 454-9900  
Fax: (908) 454-9925

### Rationale #3

#### Extra Space Storage

69 Mallory Ave  
Jersey City, NJ 07304  
(201) 433-0700  
www.extraspace.com

#### Payment Receipt

TR#1031663160

N McKinley

Feb 29, 2016 4:58 PM

Unit Rent (Jan 1, 2016 - Jan 31, 2016)	\$112.00
State - New Jersey 7.000 %	\$7.84
Feed Late Fee (20/20)	\$42.40
Unit Rent (Feb 1, 2016 - Feb 29, 2016)	\$121.00
State - New Jersey 7.000 %	\$8.47
Feed Late Fee (20/20)	\$24.20
Fee: Pre-foreclosure fee	\$a5.00

Trans Total: \$380.91

Amount Recd: \$380.91

Change: \$0.00

#### Payment Methods

Escrow Deposit	\$108.00
Visa XXXXXXXXXX4292	\$272.91

X

Customer Signature

*Merchandise Returns will be accepted in original packaging within 30 days of purchase.*

**Refer a Friend - Get up to \$50\***

*See Manager for Details*

### Rationale #3



#### **Rho Kappa Omega**

#### **February 2016 Correspondence Report**

From: **Soror Melody Brantley**

What: Thank you card.

Notes: Card is available upon request.

From: **PNC Bank**

What: Notice stating: Items which you deposited have been returned unpaid.

Reason: RTM, Acct: Operating Account (799909438) Deposit Date: 1/26/16, Amount: \$359.00, Check #: 0787

Notes: Action Required.

From: **Africare**

What: 2016 Supporter Renewal Confirmation Form.

Notes: N/A

From: **Deionne Miller** / Carette, Inc.

What: Request to sponsor Ms. Miller (High School junior at Morris Hills High School with \$125 donation towards her college scholarship fund).

Notes: If considered, action required by 2/6/16 / accepting all donations until 2/21/16

From: **AKA/ Corporate Office**

What: Financial Cards for the following Sorors; Sobande Afolabi, Shevon Armstrong, Karin Bryant, Patricia Bryant, Maya Daniels, Gwendolyn Garnett, Vaidra Johnson, Andrea Kwakyeh, Andrea Mason, Angela Mason, Vernetha Hope Powell, Sabrina Riley, Charlotte Rogers-Brown, Tamara Sanchez, Doris Taylor, Renada Williams, Vanetha Wood-Stradford.

Notes: N/A

From: **Delta Sigma Theta Sorority, Inc. North Jersey Alumnae Chapter and North Jersey Minerva Corps.**

What: 54<sup>th</sup> Annual Scholarship Benefit Luncheon on April 30, 2016 at The Venerian in Garfield, NJ.

Notes: \$75 donation.

From: **Zeta Phi Beta Sorority Inc. Sigma Zeta Zeta Chapter**

What: Finer Womanhood Celebration/ Scholarship Luncheon on April 9, 2016 at The San Carlo in Lyndhurst, NJ

Notes: \$75 for adults and \$40 for children 12 and under.

From: **American Cancer Society**

What: Request to make donated.

Notes: Support card enclosed.

\*From: **Extra Space Storage**

What: Notice of Lien and Foreclosure. Rent for storage unit is 30 days past due. Access to unit 1598 is denied until past due payment and \$85 pre-foreclosure fee is paid. Total of \$272.91 due on 2/10/16. \*Rationale #3

Notes: Action needed.

From: **Soror Andreea Harry**

What: Letter states; I am in the process of reactivating as a General Member, Corporate office is unable to complete the process pending receipt of a complete Transfer Verification from PKQ.

Notes: Action needed. Form and self-stamped envelope needed.

From: **Soror Sallie Brown**

What: Thank you card.

Notes: Card available upon request.

From: **Ni Xi Omega**

What: Invitation to 35<sup>th</sup> Anniversary Celebration on 2/23/16/ 3pm-8pm, open bar and live music at Bridgewater Manor.

Note open bars: \$125 per ticket purchased after 2/1/16

Respectfully Submitted,  
Soror Vanessa Jean-Louis  
Epistoleus



**Alpha Kappa Alpha Sorority, Incorporated**  
**Rho Kappa Omega Chapter**  
**Bylaws**



**Revised November 21, 2015**

## **Section 2. Duties and Power**

The Executive Board shall have the power to set the agenda for the monthly chapter meeting, make recommendations to the membership and make emergency decisions on behalf of the chapter in accordance with the Alpha Kappa Alpha Constitution and Bylaws and the Rho Kappa Omega Chapter Bylaws. The Executive Board shall have the power to act on behalf of the chapter when the chapter does not have chapter meetings.

## **Section 3. Meetings**

Executive Board meetings shall be held monthly, except during July and August, on the day and at a time set each year by the Executive Board. Any financial member of the chapter may attend Executive Board meetings, but shall not have voting rights or speaking privileges at such meetings. The Executive Board shall meet before the chapter meeting. The Basileus may also call an Executive Board meeting at her discretion or upon receipt of a written petition from any five (5) Executive Board members provided that all Executive Board members are notified of the meeting at least twenty-four (24) hours prior via email or telephone call.

## **Section 4. Quorum**

A quorum must be present to transact business at an Executive Board meeting. Five (5) Executive Board members shall constitute a quorum. The Basileus, or her designee, and the Grammateus, or her designee, must be present at all Executive Board meetings.

# **ARTICLE VII. COMMITTEES**

## **Section 1. Standing Committees**

The standing committees of Rho Kappa Omega shall be Program, Budget and Finance, Courtesy and Protocol, Bylaws, Publicity and Technology, Archives, Graduate Advisory Committee, Auditing, Awards, Connection, Educational Advancement Foundation, Fundraising, Leadership Development, Membership, Nominating, Standards, Strategic Planning, Sisterly Relations, and any other committee deemed necessary to carry out the chapter's responsibilities. The Basileus shall appoint committee chairmen annually, with the exception of the Nominating Committee, whose members are elected, or in the event that an officer's duties mandate serving as the chairman of a standing committee. All committee chairmen shall complete and submit corporate End of the Year Reports to the Basileus as may be required.

## **Section 2. Composition and Duties of Committees**

**2a. Program Committee.** The Chairman of the Program Committee shall be the Anti-Basileus and the committee shall consist of the chairman of every standing committee. Any financial member may serve on the Program Committee. The immediate past Anti-Basileus shall be a member for one (1) year immediately following her term of office. The Program Committee shall formulate plans and activities for implementing the sorority's international program and shall develop and maintain a chapter program calendar.

**\*2b. Budget and Finance Committee.** The Chairman of the Budget and Finance Committee shall be the Tamiouchos and the committee shall consist of the Anti-Basileus, Pecunious Grammateus and the Fundraising Chairman. The Budget and Finance Committee shall draw up and supervise the operation of the annual budget(s), which shall be prepared in September, presented in October,

voted on in November, and submitted by the Tamiouchos in December. The Budget and Finance Committee shall meet with all committee chairmen annually, by September, to review budget request forms for the upcoming fiscal year. **\*Rationale #4**

**2c. Courtesy and Protocol Committee.** The Chairman of the Courtesy and Protocol Committee shall be the Hodegos and the committee shall consist of the Chaplain and the Philacter. Any financial member may serve on the Courtesy and Protocol Committee. The Courtesy and Protocol Committee shall take care of all courtesies such as purchasing gifts, sending cards and flowers and recognizing birthdays, marriages, wedding anniversaries, births, promotions, retirements and graduations. The committee shall assist the Basileus with the Ivy Beyond the Wall ceremony and other rituals. The committee shall keep the chapter aware of the sorority's protocol as outlined in The Official Guide to Alpha Kappa Alpha Protocol. The committee shall conduct an annual protocol workshop and shall serve in an advisory capacity regarding chapter protocol as requested.

**2d. Bylaws Committee.** The Chairman of the Bylaws Committee shall be the Parliamentarian and its meetings shall be recorded by the Anti-Grammateus. Any financial member may serve on the Bylaws Committee. The Bylaws Committee shall review the Rho Kappa Omega Chapter Bylaws annually and shall propose amendments as needed. The committee shall interpret the Constitution and Bylaws of the Boule and shall advise the chapter of any proposed changes.

**2e. Publicity and Technology Committee.** The Chairman of the Publicity and Technology Committee shall be the Ivy Leaf Reporter and the committee shall consist of the Historian and the Epistoleus. Any financial member may serve on the Publicity and Technology Committee. The Publicity and Technology Committee shall handle all publicity for the chapter and shall communicate the policies and activities that affect the public's image of the chapter. The committee shall address technology issues within the chapter and provide strategic direction on the effective utilization of technology to increase communication and connection throughout the community.

**2f. Archives Committee.** The Chairman of the Archives Committee shall be the Historian and the committee shall consist of the Custodian and the Ivy Leaf Reporter. Any financial member may serve on the Archives Committee. The Archives Committee shall develop guidelines for the chapter to collect, store, codify, maintain, access and use the chapter's property so as to preserve the chapter's history.

**2g. Graduate Advisory Committee.** The Chairman of the Graduate Advisory Committee shall be the Graduate Advisor and the committee shall consist of financial members who have completed the Graduate Advisor Certification Program and have been financial members of Rho Kappa Omega for at least one (1) year. Members of the Graduate Advisory Committee shall be appointed by the Basileus annually. The Graduate Advisory Committee shall function under the auspices of the Graduate Advisor to work with and advise the undergraduate chapter. Members shall not work independently of the Graduate Advisor.

**2h. Auditing Committee.** The Chairman of the Auditing Committee shall be appointed by the Basileus annually. The committee shall consist of the chairman, the Grammateus and two (2) other members appointed by the Basileus annually. The Auditing Committee shall perform an annual internal audit of the chapter's financial records for the prior year and, at the request of the Basileus, shall facilitate an external audit by identifying an auditor, gathering required documents and securing the auditor's draft and/or final audit report.



# FINANCIAL FUNDAMENTALS GUIDE TO CHAPTER FINANCIAL PROCEDURES

*Property of  
Rho Kappa Omega Chapter*  
Revised November 2016

d. insure any persons who are under 21 years of age. In such cases, the Graduate Advisor is the bonded position).

- Bonds should cover positions and not individuals, i.e. blanket bond.
- Chapters should review their bonding coverage annually when the bond is renewed to ensure the chapter coverage is adequate.
- Surety bonds may be secured through insurance brokers and should be kept in the chapter files.

## **B. Internal Controls**

Controls should exist within the chapter as it relates to financial transactions.

**Internal Control Objectives are measures taken to safeguard the assets by ensuring:**

- A separation of duties between the receipt and disbursement of funds.
- Funds are received and deposited timely.
- Receipts are issued for all incoming funds.
- Approved expenditures are accompanied by a voucher with original receipts attached. \*Rationalale #5
- Disbursements are made by check.
- More than one signature is required to issue a check.
- Sorors who handle chapter funds are bonded.
- Voided checks are accounted for and retained by the chapter.
- Bank statements are reconciled monthly.
- Monthly summaries of revenues and expenditures are prepared and presented to the chapter.
- A budget was prepared and approved by the chapter.
- Fundraising and operating funds are maintained in separate bank accounts.
- The chapter annual financial report is submitted to the Corporate Office and the Regional Director.
- The year-end report given to the chapter agrees with the report submitted to the Corporate Office.
- Copies of the financial reports are included with the records of the Grammateus and maintained by the Pecunious Grammateus and the Tamiouchos.

## **C. Audits**

- Executive Committee Minutes include a report all balances for financial accounts statements.
- Online banking practices, such as the review of statements or the receipt of funds must be outlined in chapter internal controls.

An internal audit provides the chapter with information that is useful in measuring compliance with the sorority and chapter policies and procedures. It provides an assessment of the fairness of the presentation of the chapter financial statements and the adequacy with which operational procedures have been followed. It should also provide a report on the completeness and integrity of the chapter financial records.

The financial records of a chapter should be audited internally on an annual basis, and a written report made to the chapter. The Basileus appoints the Audit Committee.

The audit committee is responsible for the internal audit. Members of the audit committee should be independent from the daily financial operations of the chapter. Sorors performing the internal audit function should not include the Tamiouchos, Pecunious Grammateus or any other officer involved in the receipt and/or disbursements of funds for the audit period.

It is recommended that an external audit by a non-chapter member(s), be performed at the end of the Tamiouchos' term of office or on other occasions as deemed necessary. The School of Business at a local university may provide graduate students to assist with this project.

## **XI. Sample Internal Audit Procedures**

In a chapter the most important issues concerning funds is their receipt and disbursement. The internal audit committee should be aware of audit risks. The following procedures are very basic and designed to give the local audit committee of the chapter the ability to determine the adequacy, completeness and accuracy of the financial records maintained by the chapter financial officers. Internal audits can also provide an assessment of internal controls.

### **General Steps**

- Meet with appropriate officers to obtain needed records for the audit period. Requested records will include chapter meeting minutes, bylaws, financial procedures, lease agreements and financial records of

ALPHA KAPPA ALPHA SORORITY, INCORPORATED



# **FISCAL FITNESS**

## **GUIDE TO CHAPTER**

## **FINANCIAL PROCEDURES**

Revised November 2013

The Tamiouchos should also maintain the checkbook and keep a copy of the Transmittal of Funds received from the Pecunious Grammateus. The total of the Transmittal of Funds should agree to the bank deposit. She should keep the check register current, showing deposits, the amount of checks written against the checking account, and the new balance after each transaction. If the bank does not honor a check that was included in a deposit, the balance should be reduced; if the check is re-deposited, the balance should again be increased. Bank charges should be deducted from the account balance and recorded in the Cash Disbursements Journal. The Pecunious Grammateus is responsible for collecting payment for checks returned for insufficient funds.

To help safeguard the assets of the chapter, disbursements should be made by check.

Annually, the Tamiouchos prepares a written report to the chapter regarding all monies received and expended, and the current state of the chapter finances. The Tamiouchos is also responsible for completing the Annual Budget and the Statement of Financial Operations and submitting them to the Corporate Office for receipt by February 1<sup>st</sup>. These year-end forms must be reviewed by the Chapter Basileus, prior to electronic submission.

### **Financial Records for Sorority House and Fundraising Projects**

If a chapter operates a sorority house, the report of all finances relating to the house should be recorded separately from the regular report of the operations of the chapter. Additionally, the chapter should be incorporated for owning the real estate.

Revenues and expenditures related to fundraising projects should also be reported separately.

According to the *Constitution and Bylaws, Article III, Section 20, Chapters Incorporating as Separate Entities*, any graduate chapter purchasing a house or other property may incorporate in the chapter name for the sole purpose of purchasing property, but must in no way involve or otherwise obligate Alpha Kappa Alpha Sorority, Incorporated. A record of such a purchase and an annual report of the status and operation of the property must be filed with the Alpha Kappa Alpha Corporate Office. All chapters are prohibited from executing contracts above the threshold of \$100,000 unless the chapter is incorporated or otherwise free standing, or unless the chapter first obtains written permission from the Supreme Basileus.

Any chapter may incorporate a foundation for the purpose of assisting/ planning sorority programs. Such incorporated foundations must comply

with the Alpha Kappa Alpha Compliance Guidelines, see page 19 for reference.

### **On Line Banking**

Accessing the financial records of the chapter via the internet is one way the financial officers of the chapter can stay abreast of the activities that occur within the chapter bank account and other investments. Chapters that utilize this form of technology should maintain appropriate internal controls to adequately ensure the safety of the chapter assets.

### **Policy Regarding Returned Checks**

A returned check fee will be charged for all checks submitted to the Alpha Kappa Alpha Corporate Office that are returned by a financial institution. Funds for the amount of the original check plus the fee must be remitted to the Alpha Kappa Alpha Corporate Office in the form of a money order, cashiers check, or certified check. The local chapter may also impose a returned check fee, if applicable. \*\*Rationalle #6

### **VI. Budget**

A budget is an itemized listing of expected revenues and expenditures for the fiscal year.

#### **Who Prepares the Budget?**

Each chapter should have a Finance or Budget Committee, one of whose duties includes developing the chapter budget for the fiscal year.

The Tamiouchos normally serves as the committee chairman. The Pecunious Grammateus and the Program Committee Chairman should also be members of the committee. The chapter must determine its program activities for the year in order to establish the cost of implementing the program.

#### **When Should the Budget be Prepared?**

The budget should be prepared prior to the beginning of the chapter fiscal year. Since the fiscal year begins on January 1<sup>st</sup>, it is suggested that the Program and Budget Committees be appointed no later than June, so the program and budget may be adopted in October and November, respectively.

#### **How to Develop a Budget**

A budget consists of two parts: (1) the estimate of revenues to be received during the fiscal year, and (2) the estimate of the amounts to be expended during the year.

ALPHA KAPPA ALPHA SORORITY, INCORPORATED



# **FISCAL FITNESS**

## **GUIDE TO CHAPTER**

### **FINANCIAL PROCEDURES**

Revised November 2013



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\* Revenues and expenditures related to fundraising projects should also be reported separately. \*\*\*Rational #7

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Alpha Kappa Sorority, Inc.  
Rho Kappa Omega Chapter

Graduate Advisory Committee Meeting

September 6, 2017 6:36pm – 8:21pm

Conference Call Number 641-715-3276, Code 553545#

1. Meeting Called to Order /Roll Call: Chairperson Soror Heather Spencer, Madam Basileus Vanetha Wood-Stradford, V. Hope Powell, Soror Janice T. Washington
2. Meditation – Soror Janice gave the meditation
3. GAC Monthly Meeting Establishment: First Monday of each month at 8pm
4. GAC Questions and Concerns: A healthy discussion ensued. Sorors talked about the committee having a fresh beginning, being sisterly, being more cohesive, respectful and considerate of each other. The discussion also included questions posed to Graduate Advisor about resubmitting the March GAC report with corrections. Various perspectives were discussed and taken into account. It was also mentioned that the report needs to be true, not emotionally driven. Graduate Advisor requested an opportunity to sit individually with Madam Basileus to discuss items listed and agreed that corrections would be made as Soror Hope was mistakenly not thanked in the report with the other sorors thanked for their participation and support of the GAC and Tau Sigma's initiation. Questioning the GA's integrity and the interactions were also addressed by GA.
5. Withdrawal of Privileges Update (WOP): Soror Ashanti has not submitted her official transcript that was due I June. Her unofficial transcript was submitted to Madam Regional Director in the grade report for Spring 2017. GA has been in written and oral communication with Soror Kim Daniels-Robinson in an effort to secure the official WOP letter for distribution to Soror Ashanti and chapter records. An update has not been submitted because to date the official transcript has not been submitted even after numerous requests. Soror Alysha' official transcript was delayed in submission because she took additional courses in Peru at the end of the semester. Her official transcript has now been received.  
\*\*\*GA will do follow up review of the assumption of Anti-Basileus as Basileus as required, Basileus returning after WOP, etc.
6. Tau Sigma special Meeting being held to discuss, their participation the Meet the Greeks event on 9/28/17, Schedules being collected by GA, finalization of transportation for Undergrad Round-Up on 9/22/17-9/23/17 and MIP 2017 possibility. The Greek Recognition and Pledge Form is being completed and submitted to NJCU.
7. PKQ Retreat and whether or not it is a good time for Tau Sigma to participate was discussed.



*Alpha Kappa Alpha Sorority, Incorporated  
Rho Kappa Omega Chapter  
Fundraising Committee Report  
September 4, 2017*

I. Updates of upcoming events –

a. **Lyle Love**

- i. The committee recommends to amend the previous adapted fundraising events to change the Lyle Love buy in party to a Karaoke and game night at Brightside Traven on Thursday December 21<sup>st</sup>, 2017 from 7pm until closed.
- ii. The committee recommends to amend the previous adapted fundraising budget to increase the ticket price for the Karaoke and Game Night event from \$20 dollars to \$25.

b. **Movie Event**

- I. The committee recommends to amend the previous adapted fundraising event change the Movie/Dining to Donate event to a party at Power Hall in Jersey City on Friday October 13<sup>h</sup>, 2017 from 8-12pm
- II. The committee recommends to amend the previous adapted fundraising budget to increase the ticket price for the Power House Party event from \$15 dollars to \$25

c. **Bowling Event** - Hudson Lanes 1 Garfield Ave, Jersey City, NJ 07305 on September 30<sup>th</sup> 2017 from 5-7 pm with a ticket price of \$20.

d. **Denim and Pearls Party**- The annual Denim and Pearls party will be held November 25<sup>th</sup>, 2017 at the Taste Venue 47 Edison Pl, Newark, NJ 07102. Flyers and Tickets will be printed soon waiting on the sorors from BAQ.

c. **Internal Fundraiser** – There will be a shop till you drop before Septembers Chapter Meeting.

Submitted by Soror Siiera Robinson  
On behalf of the Fundraising Committee



*Alpha Kappa Alpha Sorority, Incorporated  
Rho Kappa Omega Chapter  
Leadership Development Committee  
September 2017*

### ***Leadership in Action***

*The Leadership Development Committee is still actively gathering highlights from our chapter leaders to celebrate our 29<sup>th</sup> Anniversary. We will celebrate our chapter's milestone in October.*

*Leadership Development Assessment tools have been created for each officer. The assessment is designed to educate and further develop leaders within the chapter. The Leadership Development Assessment tools for committee chairman is still in process.*

*Officer/Committee Chairman Quarterly assessment is still in process. Our goal is to share this information in October with any sorors interested in 2018 leadership positions.*

*Submitted by:*

*Soror Vernetha Hope Powell, Chairman  
on behalf of the Leadership Development Committee*

# Leadership Assessment Tool for Officer

Year \_\_\_\_\_  
 Term \_\_\_\_\_  
 Position President \_\_\_\_\_  
 Soror \_\_\_\_\_



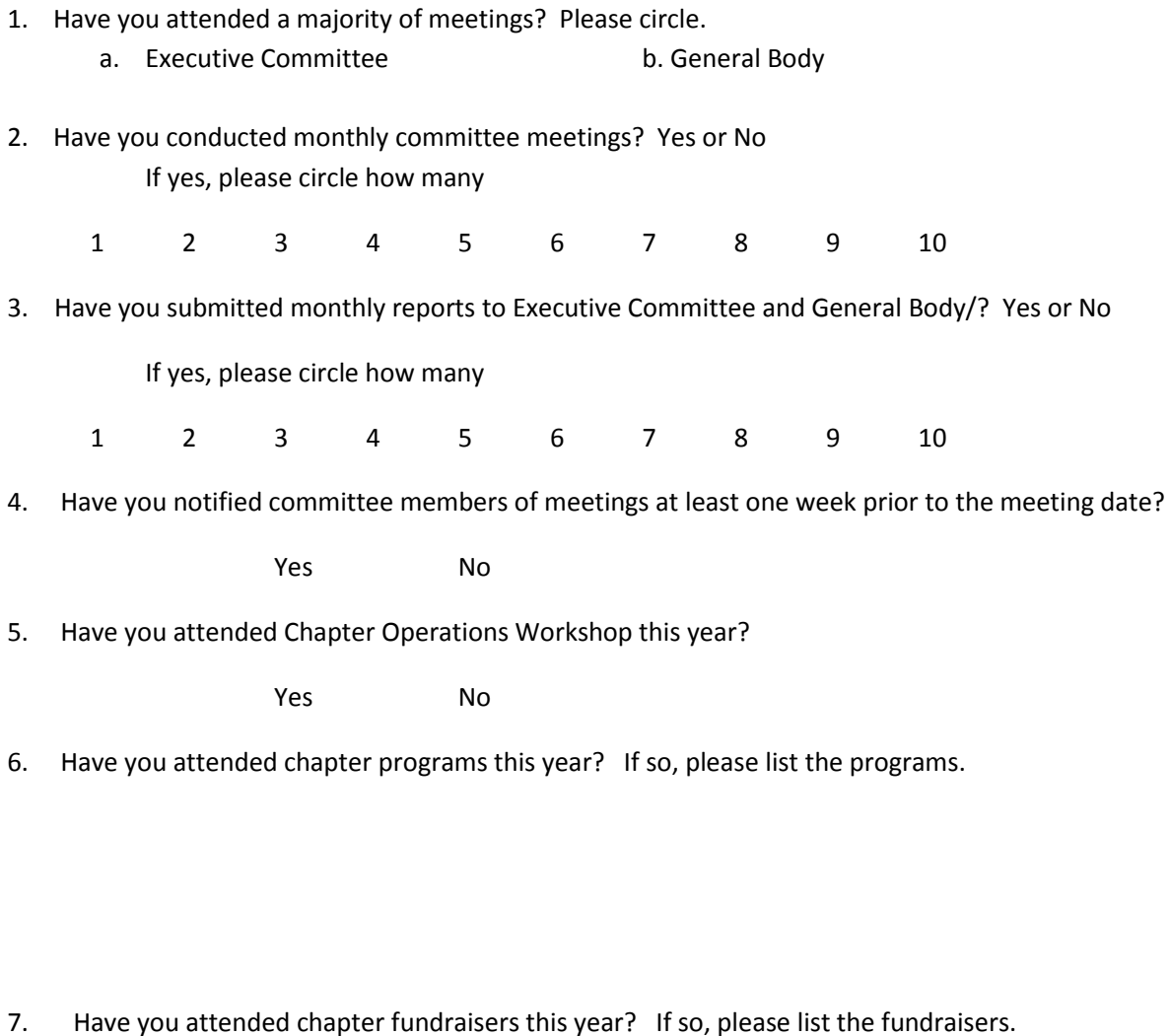
1. Have you attended a majority of meetings? Please circle.  
a. Executive Committee  
b. General Body
2. Have you conducted monthly committee meetings? Yes or No  
If yes, please circle how many  
1      2      3      4      5      6      7      8      9      10
3. Have you submitted monthly reports to Executive Committee and General Body/? Yes or No  
If yes, please circle how many  
1      2      3      4      5      6      7      8      9      10
4. Have you notified committee members of meetings at least one week prior to the meeting date?  
Yes                      No
5. Have you attended Chapter Operations Workshop this year?  
Yes                      No
6. Have you attended chapter programs this year? If so, please list the programs.
7. Have you attended chapter fundraisers this year? If so, please list the fundraisers.
8. Have you attended sorority conferences this year?

	Conferences	Yes	No
Regional Leadership Meeting		<input type="checkbox"/>	<input type="checkbox"/>
North Atlantic Regional Conference		<input type="checkbox"/>	<input type="checkbox"/>
Leadership/Boule		<input type="checkbox"/>	<input type="checkbox"/>
Cluster IV Conference		<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate Round-Up		<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Comments
<b>Chapter Bylaws:</b>			
Preside at all meetings of the chapter and shall supervise plans for effective and efficient work of the chapter.			
Appoint committee chairman and appoint chapter members to fill a vacancy in an officer position.			
Appoint members to serve on standing committee.			
Serve as ex-officio member of all committee, except the Nominating and Auditing Committee.			
<b>So Now You're Elected: A Guide to Effective Chapter Operations</b>			
Knowledgeable of the fundamentals of parliamentary procedures with special attention on how to handle motions.			
Understands the enforcement of the Constitution and Bylaws; Manual of Standard Procedure; Robert's Rules of Order Newly Revised (11 <sup>th</sup> Edition); and The Official Guide to Alpha Kappa Alpha			
Acquires the meeting room.			
Prepares the structure and direction needed for meetings.			
Signs legal contracts and negotiates agreements on behalf of the chapter.			
Attends Membership Intake			
Enforces Soror Code of Ethics			
Develop Strategic Plan for Chapter with officers and members.			
Accessible by phone and emails to address issues, concerns of members, officers and committee chairmen between meetings.			

	Yes	No	Comments
Communicate regularly with officers via Executive Committee Meetings			
Communicates frequently with members via electronic notifications, newsletter and reports.			
Communicates and maintains appropriate relationship with the Regional Director, Cluster Coordinator and Graduate Advisor, if applicable.			
Submit Basileus report at each chapter meeting.			
Submits the Chapter Report Book to the Alpha Kappa Alpha Corporate Office by December 31.			
Submits Financial Report by February 1			
Ensures the Tamiouchos prepares and files all required state and/or local tax returns by February 15.			
Inventories, authenticates and maintains the Standard's Annual Record Certification Form.			
Ensures newly-elected officers sign the Soror Code of Ethics after installation into office.			

Year \_\_\_\_\_  
 Term \_\_\_\_\_  
 Position Vice President\_  
 Soror \_\_\_\_\_





8. Have you attended sorority conferences this year?

Conferences	Yes	No
Regional Leadership Meeting	<input type="checkbox"/>	<input type="checkbox"/>
North Atlantic Regional Conference	<input type="checkbox"/>	<input type="checkbox"/>
Leadership/Boule	<input type="checkbox"/>	<input type="checkbox"/>
Cluster IV Conference	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate Round-Up	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Comments
<b>Chapter Bylaws:</b>			
Assumes the responsibilities of the Basileus in absence.			
Chairman of the Program Committee and implement the chapter programs in accordance with the International and/or Regional Program Guidelines.			
Represents the Basileus, on request, at meetings, conferences and other civic or social affairs.			
Complete the present term of the Basileus in case of resignation, removal or death.			
Serves on the Budget and Finance Committee.			
<b>So Now You're Elected: A Guide to Effective Chapter Operations</b>			
Notifies committee chairmen of responsibilities relating to the International Program.			
Attends all program committee meetings and activities			
Develops a program calendar annually.			
Participates in the chapter retreat.			
Communicates regularly with Basileus.			
Communicates regularly with program subcommittee chairman			

## Leadership Assessment Tool for Officer

Year \_\_\_\_\_  
Term \_\_\_\_\_  
Position Grammateus\_\_\_\_  
Soror \_\_\_\_\_



1. Have you attended a majority of meetings? Please circle.

a. Executive Committee

b. General Body

2. Have you conducted monthly committee meetings? Yes or No

If yes, please circle how many

1      2      3      4      5      6      7      8      9      10

3. Have you submitted monthly reports to Executive Committee and General Body/? Yes or No

If yes, please circle how many

1      2      3      4      5      6      7      8      9      10

4. Have you notified committee members of meetings at least one week prior to the meeting date?

Yes

No

5. Have you attended Chapter Operations Workshop this year?

Yes

No

6. Have you attended chapter programs this year? If so, please list the programs.

7. Have you attended chapter fundraisers this year? If so, please list the fundraisers.

8. Have you attended sorority conferences this year?

Conferences	Yes	No
Regional Leadership Meeting	<input type="checkbox"/>	<input type="checkbox"/>
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Leadership/Boule	<input type="checkbox"/>	<input type="checkbox"/>
Cluster IV Conference	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate Round-Up	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Comments
<b>Chapter Bylaws:</b>			
Maintain accurate records of all chapter proceedings.			
Maintain an alphabetical roster of active members and call the roll on request.			
Provide a written copy of minutes and bind them at the end of every year.			
Assist the Basileus with preparing the agenda and establish the presence of a quorum.			
Read all appeals from rulings of the Basileus whether overruled or sustained.			
Furnish delegates with proper credentials.			
Seal and preserve ballots and tallies with the reports until there is not liability of a recount being ordered.			
Preside in the absence of both the Basileus and the Anti-Basileus.			
Serve on the Auditing Committee			
Performs other duties requested by the Basileus.			
<b>So Now You're Elected: A Guide to Effective Chapter Operations</b>			
At the end of the year, both minutes and the reports are bounded by a printing company for storage.			
Stands when reading minutes, reporting committee recommendations and counting standing votes.			
Knowledge of the proper format of meeting minutes as expressed in			

	Yes	No	Comments
Robert's Rules of Order Newly Revised, (11 <sup>th</sup> Edition)			
Ability to record rapidly, accurately and neatly.			
Access to a personal computer, preferably a laptop that can be brought to the chapter meeting, with Microsoft Office or another word-processing software.			

## Leadership Assessment Tool for Officer

Year \_\_\_\_\_  
Term \_\_\_\_\_  
Position Anti-Grammateus  
Soror \_\_\_\_\_



1. Have you attended a majority of meetings? Please circle.

a. Executive Committee

b. General Body

2. Have you conducted monthly committee meetings? Yes or No

If yes, please circle how many

1      2      3      4      5      6      7      8      9      10

3. Have you submitted monthly reports to Executive Committee and General Body/? Yes or No

If yes, please circle how many

1      2      3      4      5      6      7      8      9      10

4. Have you notified committee members of meetings at least one week prior to the meeting date?

Yes

No

5. Have you attended Chapter Operations Workshop this year?

Yes

No

6. Have you attended chapter programs this year? If so, please list the programs.

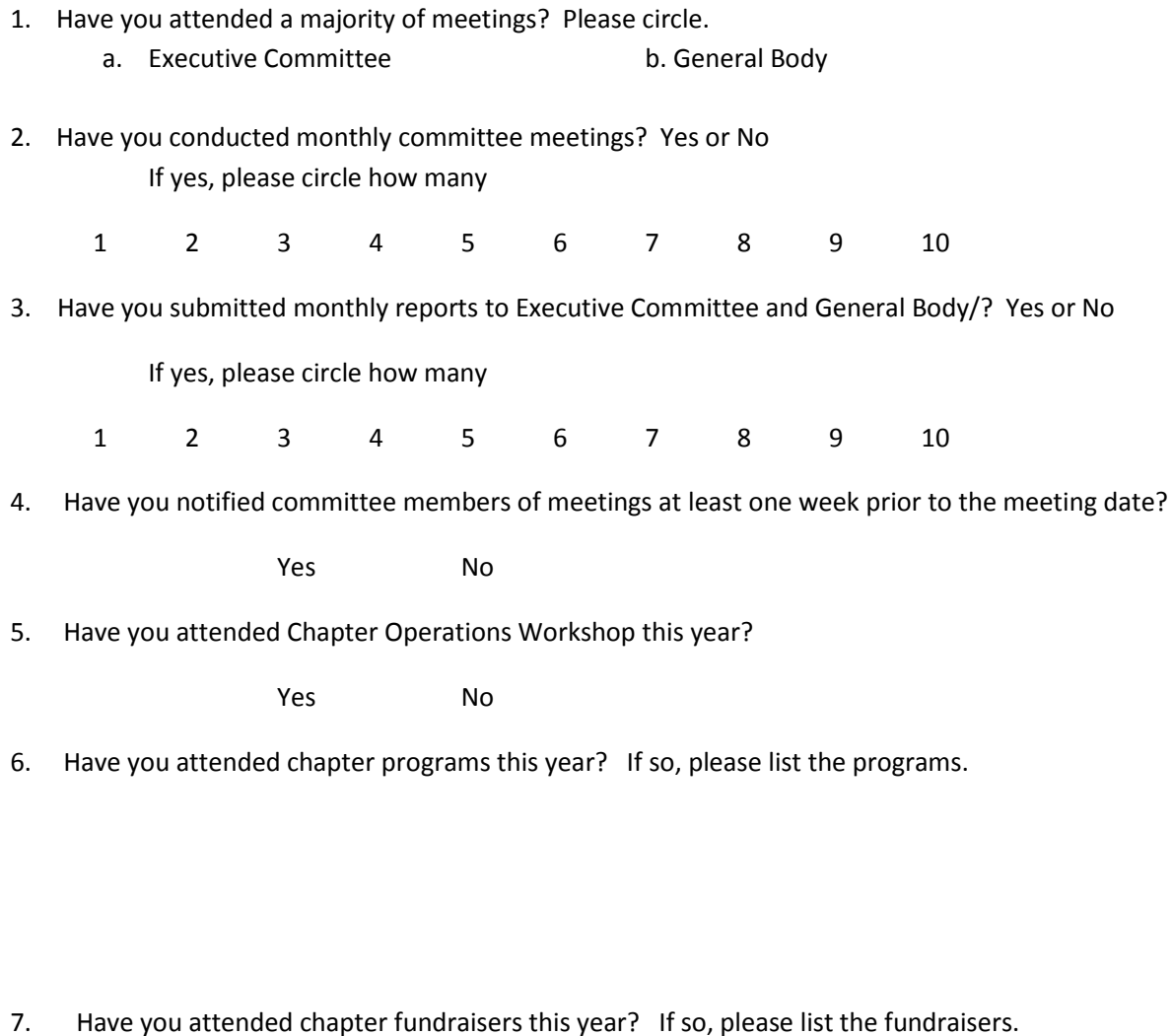
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Cluster IV Conference	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate Round-Up	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Comments
<b>Chapter Bylaws:</b>			
Assume the responsibilities of the Grammateus in her absence or removal.			
Turn over all documents received an/or recorded to the Grammateus within 14 days.			
Preside in the absence of the Basileus, Anti-Basileus and Grammateus.			
Serve on the Bylaws Committee and record the committee's meetings.			
<b>So Now You're Elected: A Guide to Effective Chapter Operations</b>			
Maintains an accurate record of the attendance of each soror at chapter meetings.			
Communicates regularly with the Grammateus.			

Year \_\_\_\_\_  
 Term \_\_\_\_\_  
 Position Pecunious Grammateus \_\_\_\_\_  
 Soror \_\_\_\_\_



8. Have you attended sorority conferences this year?

Conferences	Yes	No
Regional Leadership Meeting	<input type="checkbox"/>	<input type="checkbox"/>
North Atlantic Regional Conference	<input type="checkbox"/>	<input type="checkbox"/>
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Cluster IV Conference	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate Round-Up	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Comments
<b>Chapter Bylaws:</b>			
Receive and records all funds for the chapter.			
Provide receipts for all income received and shall record the receipts in a Triplicate Receipt Book.			
Maintain a Cash Receipt Journal and record all income received as corresponds to the receipts.			
Submit all funds to the Tamiouchos within 5 to 7 business days of the date of receipt, along with a Transmittal of Funds Report indicating the designation of funds.			
Provide monthly reports to the chapter of income received and its sources.			
Serve on the Budget and Finance Committee.			
Perform other chapter duties at the request of the Basileus.			
<b>So Now You're Elected: A Guide to Effective Chapter Operations</b>			
Maintain current alphabetical list of financial members and shall call roll on request.			
Maintain current record of funds submitted to the Tamiouchos.			
Participated in a one-day Financial Officers' Certification Course.			
Knowledge of basic bookkeeping skills and/or generally acceptable accounting principles.			



	Yes	No	Comments
Familiar with using databases and spreadsheets (Microsoft Access or Excel)			
Handles the redemption of returned checks from members in a diplomatic way.			
Communicates regularly with the Basileus and Tamiouchos			
<b>Financial Fundamentals: Guide to Chapter Financial Procedures</b>			
Maintains Cash Receipts Report and/or Cash Receipts Journal including the year-to-date cash receipts; returned and redeemed checks.			
Maintains a fully signed copy of the Transmittal of Funds form.			

## Leadership Assessment Tool for Officer

Year \_\_\_\_\_  
Term \_\_\_\_\_  
Position Tamiouchos\_\_\_\_  
Soror \_\_\_\_\_



1. Have you attended a majority of meetings? Please circle.

a. Executive Committee

b. General Body

2. Have you conducted monthly committee meetings? Yes or No

If yes, please circle how many

1      2      3      4      5      6      7      8      9      10

3. Have you submitted monthly reports to Executive Committee and General Body/? Yes or No

If yes, please circle how many

1      2      3      4      5      6      7      8      9      10

4. Have you notified committee members of meetings at least one week prior to the meeting date?

Yes

No

5. Have you attended Chapter Operations Workshop this year?

Yes

No

6. Have you attended chapter programs this year? If so, please list the programs.

7. Have you attended chapter fundraisers this year? If so, please list the fundraisers.

8. Have you attended sorority conferences this year?

Conferences	Yes	No
Regional Leadership Meeting	<input type="checkbox"/>	<input type="checkbox"/>
North Atlantic Regional Conference	<input type="checkbox"/>	<input type="checkbox"/>
Leadership/Boule	<input type="checkbox"/>	<input type="checkbox"/>
Cluster IV Conference	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate Round-Up	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Comments
<b>Chapter Bylaws:</b>			
Deposit all funds received within 5 to 7 business days of the date of receipt.			
Maintain orderly record of all income and expenditures, maintain a cash received and a cash disbursement journal and keep copies of Transmittal of Funds Reports.			
Reconcile bank statements monthly and provide monthly reports to the chapter of income received and its sources, expenditures and their purposes, and the opening and closing of bank balances as is reflected on the last day of the month.			
Maintains the chapter checkbook(s) and issue checks upon receipt of properly executed vouchers.			
Present an annual report in December that includes monies received and expended along with the current state of the chapter's finances accompanied by the chapter's approved upcoming fiscal year's budget.			
Secure approval for taking non-budgeted monies for an item from the contingency fund.			
Sign checks along with the Basileus or any other authorized officer.			
Prepare and submit annual financial reports in accordance to corporate office guidelines.			
Serves as Chairman of the Budget and Finance Committee.			
Perform other duties at the request of the Basileus.			

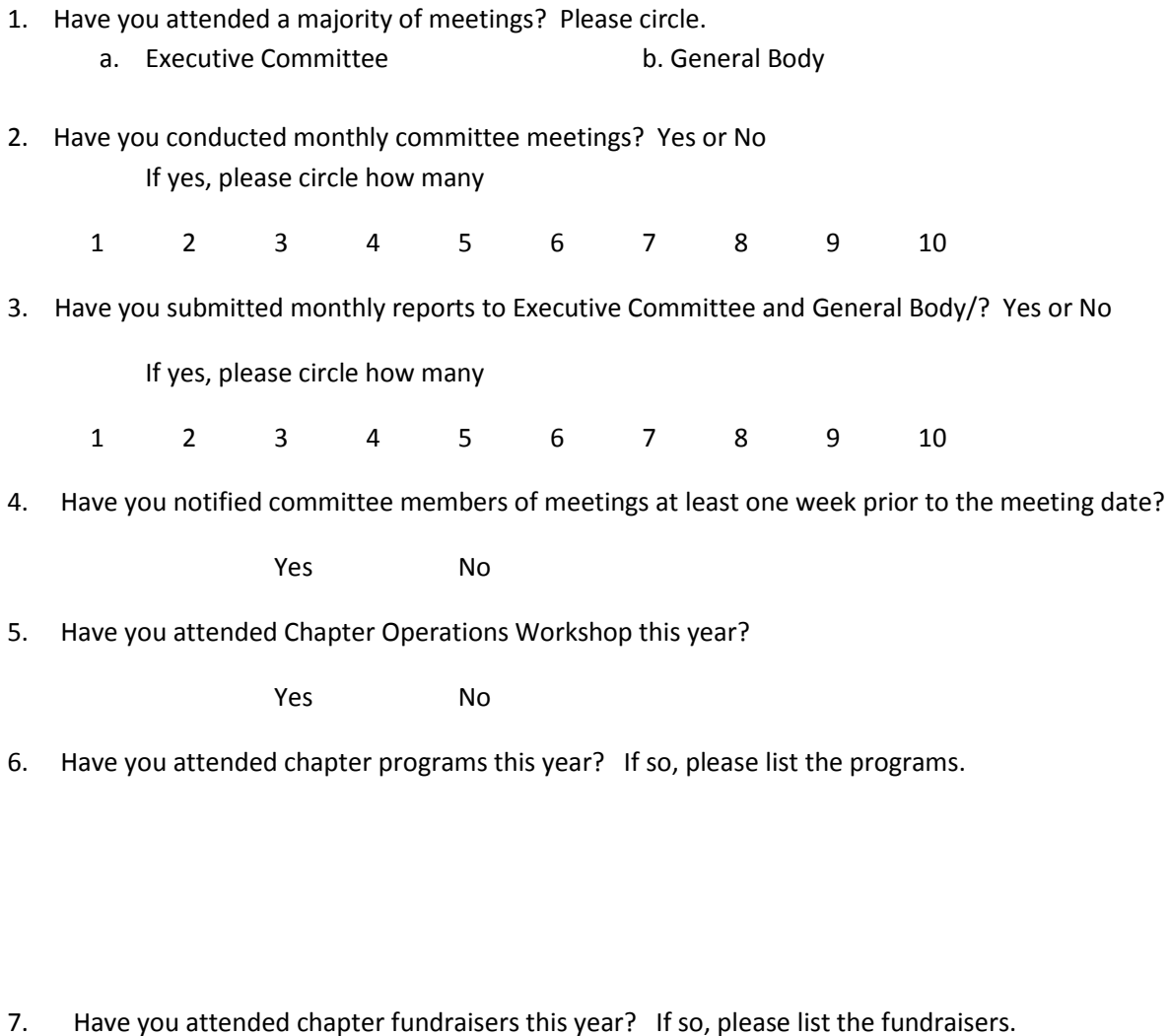
	Yes	No	Comments
<b>So Now You're Elected: A Guide to Effective Chapter Operations</b>			
Pay bills promptly.			
Serve as the guardian of chapter's funds.			
Follows established guidelines as detailed in the Financial Fundamentals: Guide to Chapter Financial Procedures.			
Knowledge of basic bookkeeping skills and/or generally acceptable accounting principles.			
Familiar with using databases and spreadsheets (Microsoft Access or Excel)			
Knowledge of proper procedures for handling finances and investments.			
Knowledge of local and state tax filing requirements for non-profit organizations.			
Communicates regularly with the Basileus and Tamiouchos			
Communicates with Supreme Tamiouchos and Corporate Office on timely completion of chapter financial forms as required by Financial Fundamentals.			
Prepares annual budget.			
<b>Financial Fundamentals: Guide to Chapter Financial Procedures</b>			
Issues all disbursements are issued via check.			
Distributes the monthly bank reconciliations to the chapter audit committee.			
Maintain a current check register, showing deposits, the amount of checks written against the checking account, and the new balance after each transaction.			

Year \_\_\_\_\_

Term \_\_\_\_\_

Position \_\_\_\_\_

Soror \_\_\_\_\_

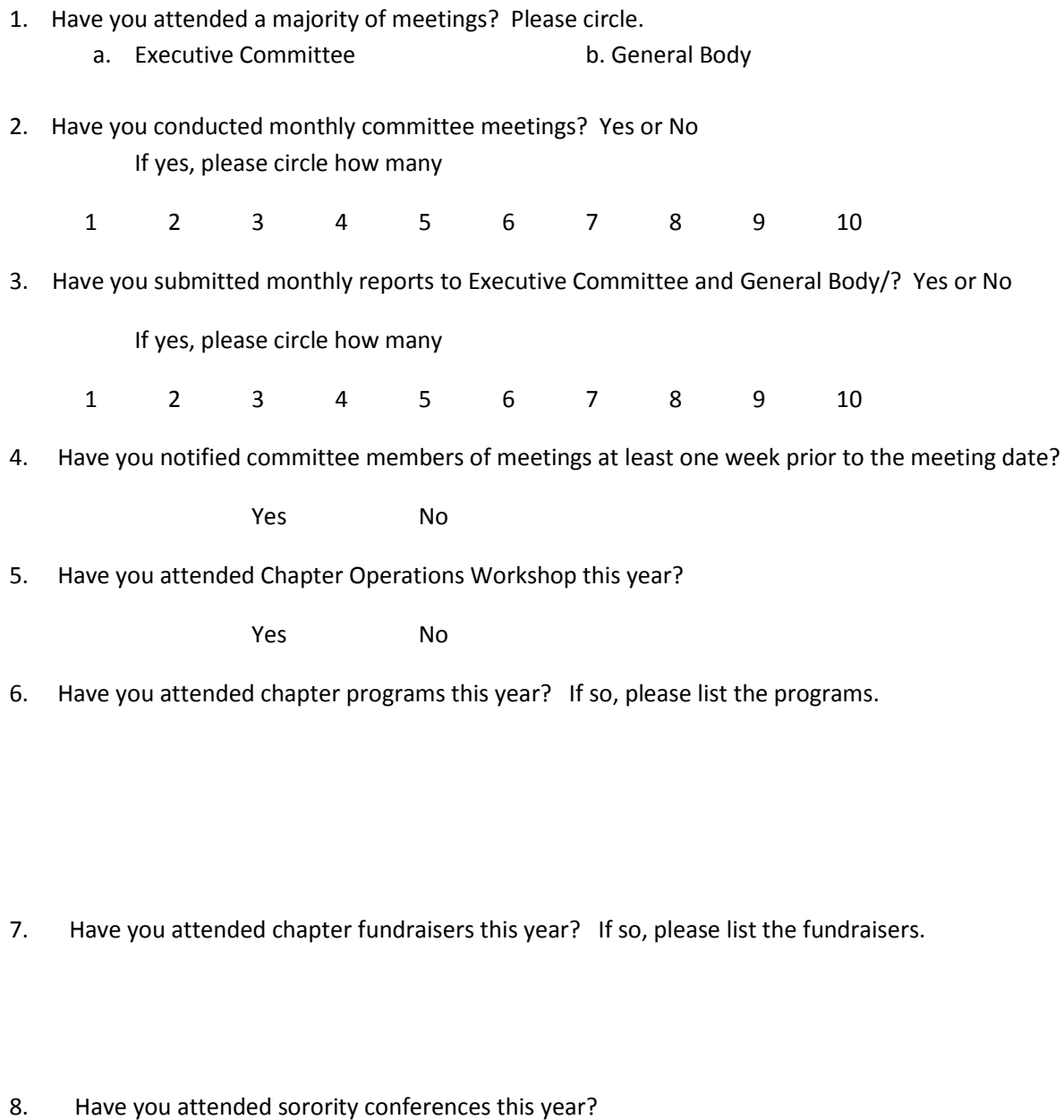


8. Have you attended sorority conferences this year?

Conferences	Yes	No
Regional Leadership Meeting	<input type="checkbox"/>	<input type="checkbox"/>
North Atlantic Regional Conference	<input type="checkbox"/>	<input type="checkbox"/>
Leadership/Boule	<input type="checkbox"/>	<input type="checkbox"/>
Cluster IV Conference	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate Round-Up	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Comments
<b>Chapter Bylaws:</b>			
Send notices of all Chapter and Executive Board meetings.			
Generate correspondence as directed by the Basileus, maintain a monthly correspondence file and set up the chapter calendar.			
Read and/or recap all correspondence to the chapter.			
Serve on the Publicity Committee.			
Perform other chapter duties at the request of the Basileus.			
<b>So Now You're Elected: A Guide to Effective Chapter Operations</b>			
Ensures timely response to all correspondence as needed.			

Year \_\_\_\_\_  
Term \_\_\_\_\_  
Position Hodegos \_\_\_\_\_  
Soror \_\_\_\_\_

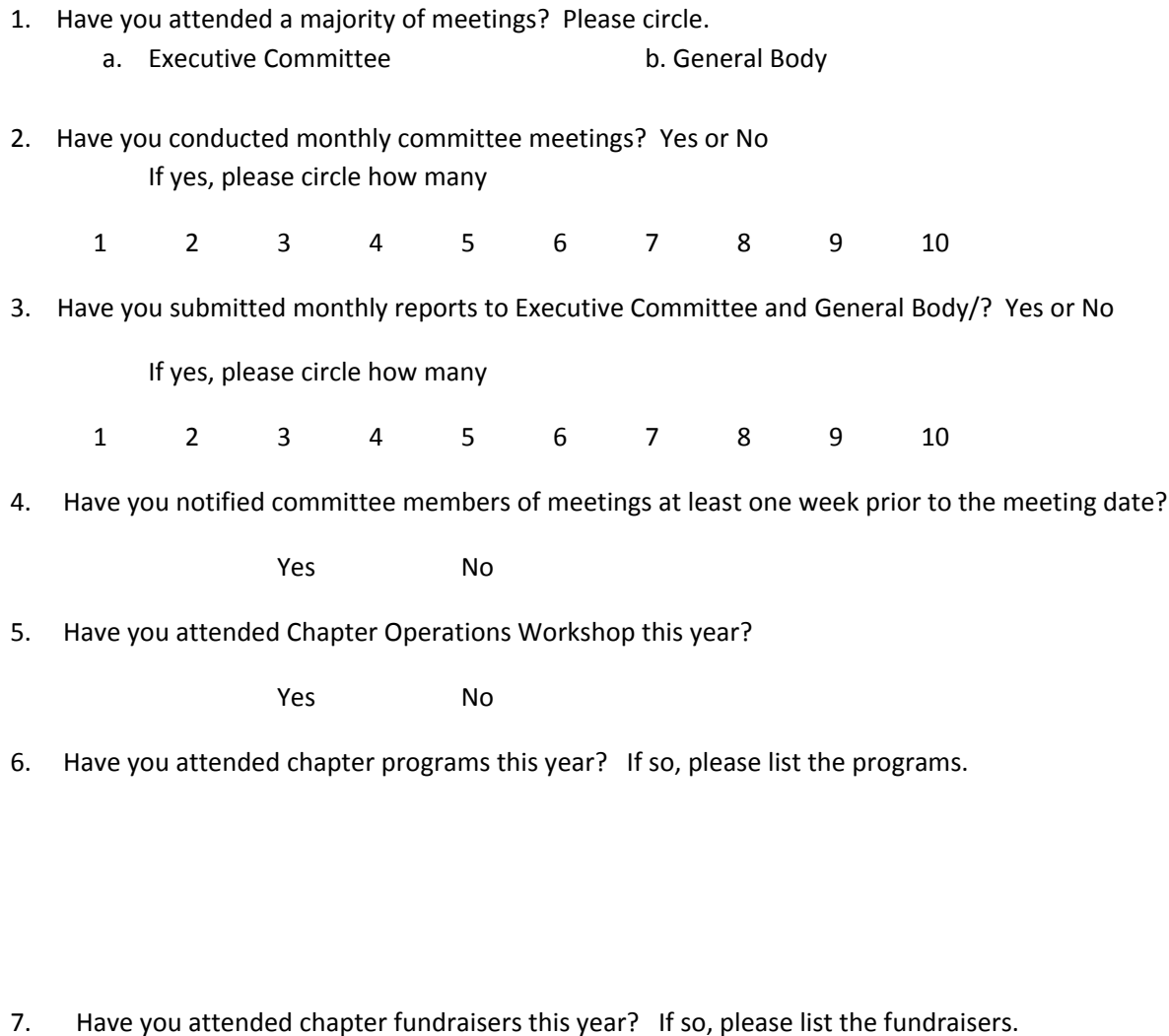


Conferences	Yes	No
Regional Leadership Meeting	<input type="checkbox"/>	<input type="checkbox"/>
North Atlantic Regional Conference	<input type="checkbox"/>	<input type="checkbox"/>
Leadership/Boule	<input type="checkbox"/>	<input type="checkbox"/>
Cluster IV Conference	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate Round-Up	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Comments
<b>Chapter Bylaws:</b>			
Receive and introduce visitors.			
Take care of all courtesies and condolences on behalf of the chapter, such as purchasing gifts and sending cards and flowers.			
Recognize birthdays, marriages, wedding anniversaries, births, promotions, retirements and graduations.			
Assist the Basileus with the Ivy Beyond the Wall ceremony and arrangements.			
Serve as Chairman of the Courtesy Committee.			
Perform other chapter duties at the request of the Basileus.			
<b>So Now You're Elected: A Guide to Effective Chapter Operations</b>			
Communicates regularly with the Basileus.			
Maintain Hostess Schedule.			



Year \_\_\_\_\_  
 Term \_\_\_\_\_  
 Position Philacter \_\_\_\_\_  
 Soror \_\_\_\_\_

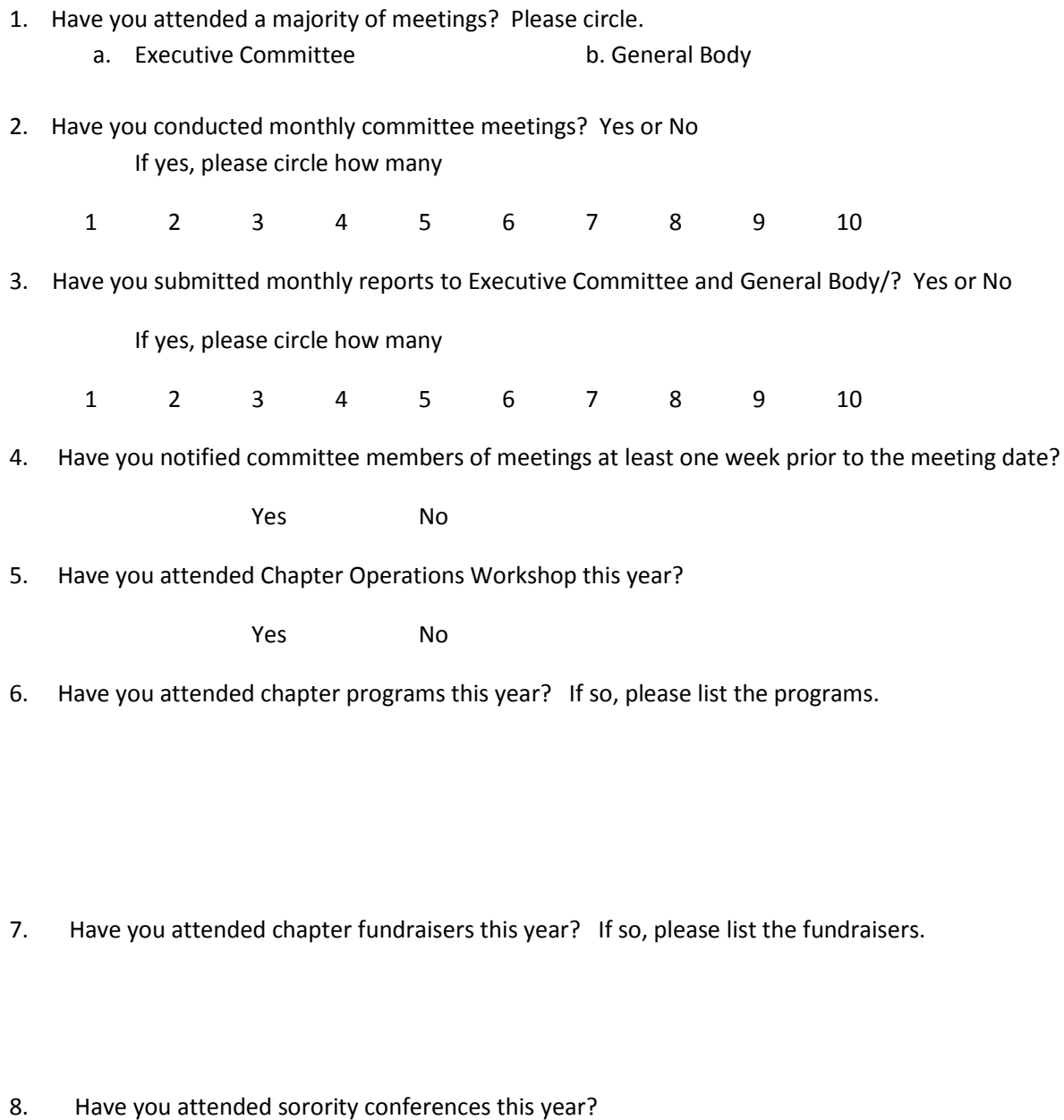


8. Have you attended sorority conferences this year?

Conferences	Yes	No
Regional Leadership Meeting	<input type="checkbox"/>	<input type="checkbox"/>
North Atlantic Regional Conference	<input type="checkbox"/>	<input type="checkbox"/>
Leadership/Boule	<input type="checkbox"/>	<input type="checkbox"/>
Cluster IV Conference	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate Round-Up	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Comments
<b>Chapter Bylaws:</b>			
Guard the door at Chapter and Executive Board meetings and announce all alarms.			
Checks all credentials or eligibility of sorors and deny entrance to unauthorized persons.			
Assist in maintaining order and perform other duties at the request of the Basileus.			
Serve on the Standards Committee and Courtesy and Protocol Committee.			
<b>So Now You're Elected: A Guide to Effective Chapter Operations</b>			
Communicates regularly with the Basileus.			
Secures an updated log of all financial sorors from the Pecunious Grammateus and brings to each chapter meeting to check eligibility.			
Maintains an attendance list for visiting sorors and ensures visiting sorors are limited to three meetings unless they join the chapter.			

Year \_\_\_\_\_  
 Term \_\_\_\_\_  
 Position Parliamentarian  
 Soror \_\_\_\_\_



Conferences	Yes	No
Regional Leadership Meeting	<input type="checkbox"/>	<input type="checkbox"/>
North Atlantic Regional Conference	<input type="checkbox"/>	<input type="checkbox"/>
Leadership/Boule	<input type="checkbox"/>	<input type="checkbox"/>
Cluster IV Conference	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate Round-Up	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Comments
<b>Chapter Bylaws:</b>			
Gives advice to the Basileus when called upon.			
Interpret policies and procedures of the Chapter and the Alpha Kappa Alpha Constitution and Bylaws and Manual of Standard Procedure, the Rho Kappa Omega Chapter Bylaws and Robert's Rules of Order Newly Revised.			
Serves as the Chairman of the Bylaws Committee.			
Perform other chapter duties at the request of the Basileus.			
<b>So Now You're Elected: A Guide to Effective Chapter Operations</b>			
Communicates regularly with the Basileus.			

## Leadership Assessment Tool for Officer

Year \_\_\_\_\_  
Term \_\_\_\_\_  
Position Ivy Leaf Reporter  
Soror \_\_\_\_\_



1. Have you attended a majority of meetings? Please circle.

a. Executive Committee

b. General Body

2. Have you conducted monthly committee meetings? Yes or No

If yes, please circle how many

1      2      3      4      5      6      7      8      9      10

3. Have you submitted monthly reports to Executive Committee and General Body/? Yes or No

If yes, please circle how many

1      2      3      4      5      6      7      8      9      10

4. Have you notified committee members of meetings at least one week prior to the meeting date?

Yes

No

5. Have you attended Chapter Operations Workshop this year?

Yes

No

6. Have you attended chapter programs this year? If so, please list the programs.

7. Have you attended chapter fundraisers this year? If so, please list the fundraisers.

8. Have you attended sorority conferences this year?

Conferences	Yes	No
Regional Leadership Meeting	<input type="checkbox"/>	<input type="checkbox"/>
North Atlantic Regional Conference	<input type="checkbox"/>	<input type="checkbox"/>
Leadership/Boule	<input type="checkbox"/>	<input type="checkbox"/>
Cluster IV Conference	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate Round-Up	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Comments
<b>Chapter Bylaws:</b>			
Shall compile, type, and edits news release and send them to all news media including the Ivy Leaf, newspaper, radio, and television stations.			
Attend all key committee meetings at the request of committee chairmen and covers all major chapter activities. 1			
Conduct annual public relations workshop.			
Keep the chapter abreast of all community events that may lead to the visibility of the chapter by maintaining a monthly calendar of community events.			
Arrange for photographs of and obtain signature release forms for all major activities.			
Perform other chapter duties at the request of the Basileus.			
Serve as Chairman of the Publicity Committee and Archives Committee.			
<b>So Now You're Elected: A Guide to Effective Chapter Operations</b>			
Communicates regularly with the Basileus.			

## Leadership Assessment Tool for Officer

Year \_\_\_\_\_  
Term \_\_\_\_\_  
Position Historian \_\_\_\_\_  
Soror \_\_\_\_\_



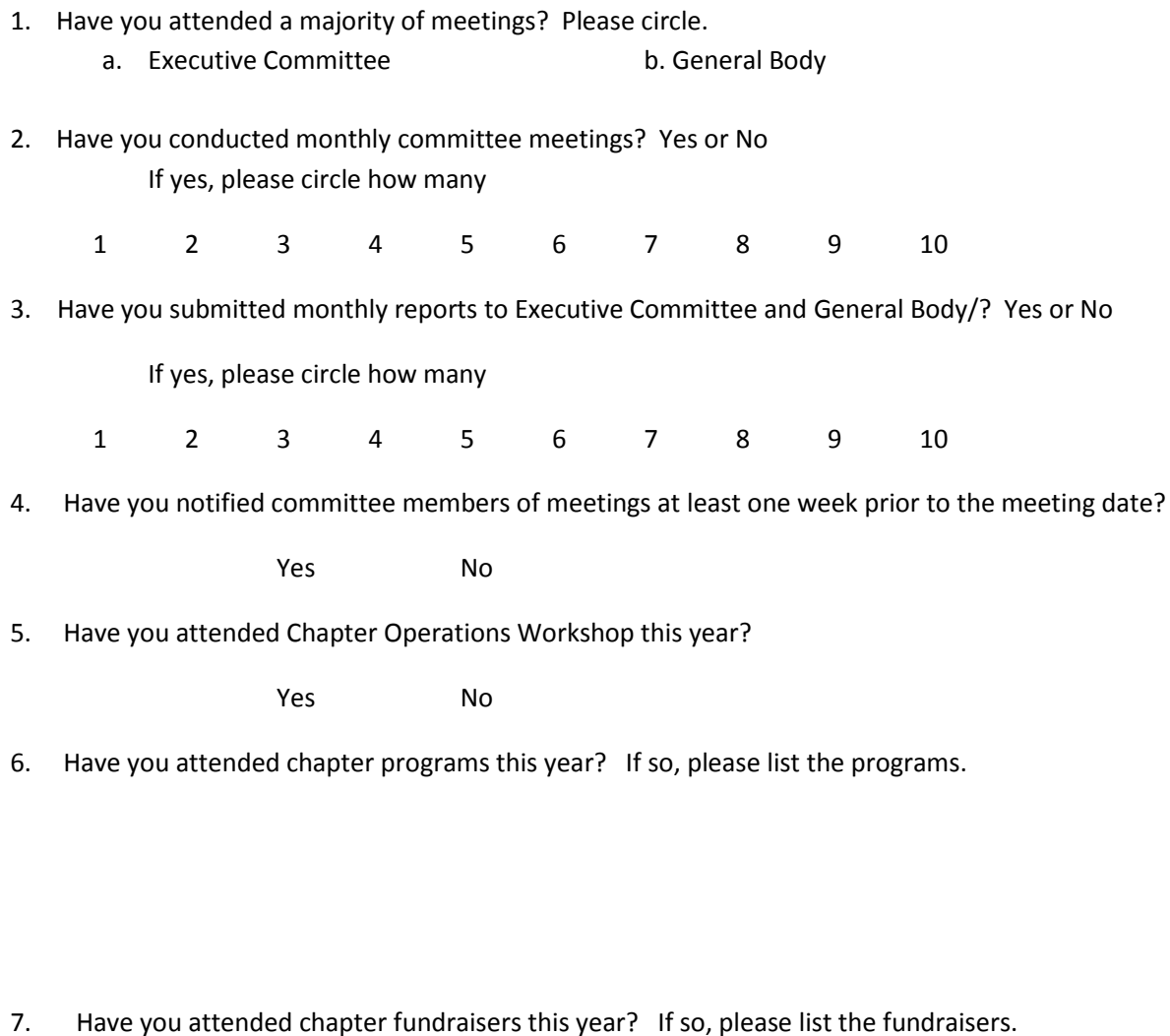
1. Have you attended a majority of meetings? Please circle.  
a. Executive Committee                      b. General Body
2. Have you conducted monthly committee meetings? Yes or No  
If yes, please circle how many  
1      2      3      4      5      6      7      8      9      10
3. Have you submitted monthly reports to Executive Committee and General Body/? Yes or No  
If yes, please circle how many  
1      2      3      4      5      6      7      8      9      10
4. Have you notified committee members of meetings at least one week prior to the meeting date?  
Yes                      No
5. Have you attended Chapter Operations Workshop this year?  
Yes                      No
6. Have you attended chapter programs this year? If so, please list the programs.
7. Have you attended chapter fundraisers this year? If so, please list the fundraisers.
8. Have you attended sorority conferences this year?

Conferences	Yes	No
Regional Leadership Meeting	<input type="checkbox"/>	<input type="checkbox"/>
North Atlantic Regional Conference	<input type="checkbox"/>	<input type="checkbox"/>
Leadership/Boule	<input type="checkbox"/>	<input type="checkbox"/>
Cluster IV Conference	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate Round-Up	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Comments
<b>Chapter Bylaws:</b>			
Prepare, maintain and update a narrative account of chapter's activities.			
Keep all pictures of chapter activities and newspaper articles.			
Work cooperatively with the Program Chairman and Ivy Leaf Reporter.			
Forward historical materials to the International Archives Committee and/or the Moorland-Spingard Library at Howard University.			
Adhere to the Records Retention Guide.			
Perform other chapter duties at the request of the Basileus.			
Serve as Chairman of the Archives Committee and serve on the Publicity Committee.			
<b>So Now You're Elected: A Guide to Effective Chapter Operations</b>			
Make recommendations regarding ownership, custody and transfer of archival records.			
Provide advice concerning the collection, storage, codifying, maintenance, access and use of holding.			



Year \_\_\_\_\_  
 Term \_\_\_\_\_  
 Position Graduate Advisor  
 Soror \_\_\_\_\_

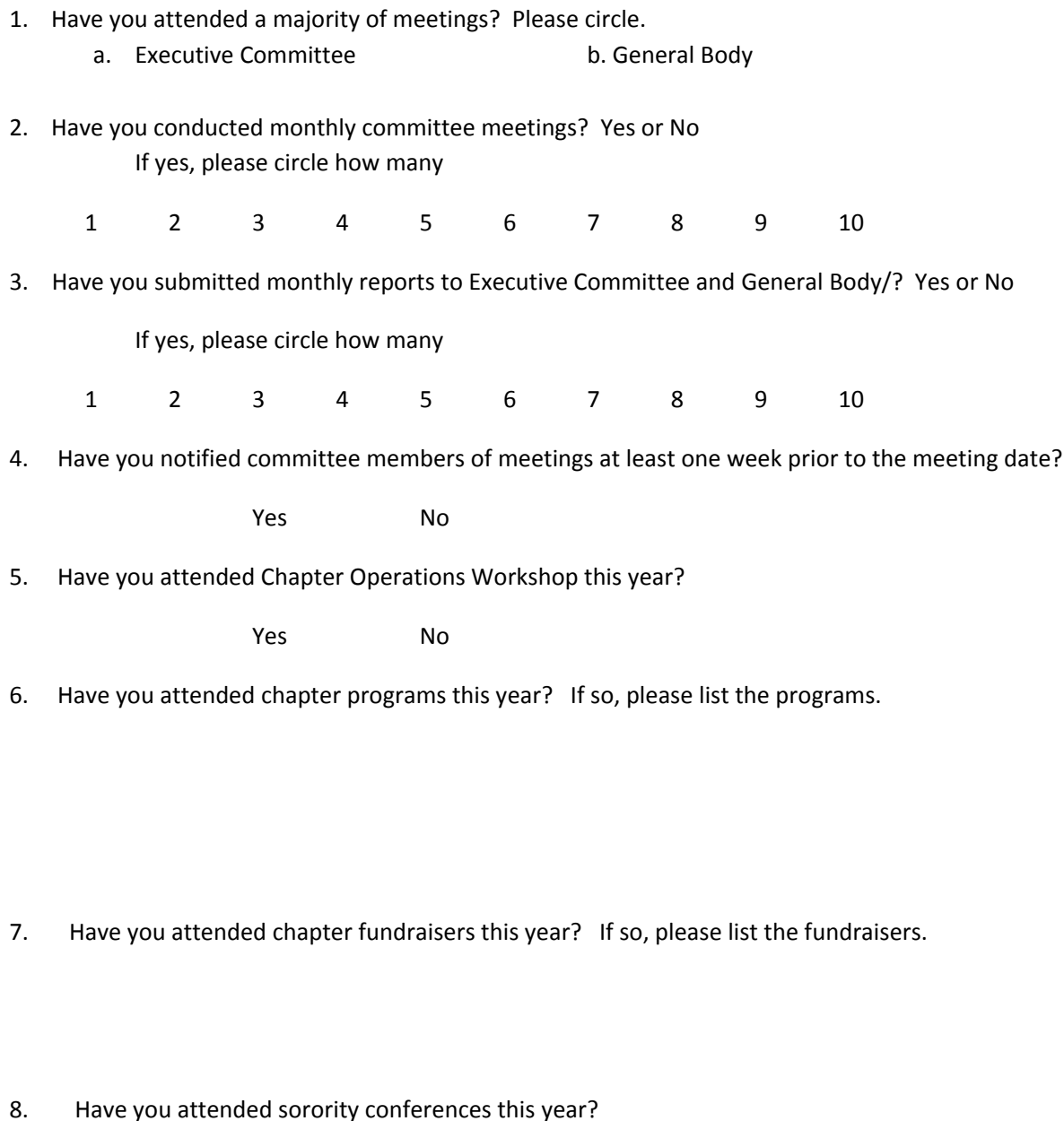


8. Have you attended sorority conferences this year?

Conferences	Yes	No
Regional Leadership Meeting	<input type="checkbox"/>	<input type="checkbox"/>
North Atlantic Regional Conference	<input type="checkbox"/>	<input type="checkbox"/>
Leadership/Boule	<input type="checkbox"/>	<input type="checkbox"/>
Cluster IV Conference	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate Round-Up	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Comments
<b>Chapter Bylaws:</b>			
Acts as liaison between graduate and undergraduate chapters, and between the undergraduate and the Regional Director.			
Establish a working relationship with the appropriate university or college official.			
Serve as advisor to the undergraduate chapter in the interpretation and implementation of the Alpha Kappa Alpha Program, the Constitution and Bylaws, Manual of Standard Procedure, the Undergraduate Membership Intake Process Manual, the Alpha Kappa Alpha Sorority, Incorporated Anti-Hazing Handbook, and other Official Handbooks.			
Adhere to the Graduate Advisor's Manual			
Serve as Chairman of the Graduate Advisory Committee.			
Perform other chapter duties at the request of Basileus.			
<b>So Now You're Elected: A Guide to Effective Chapter Operations</b>			
Attends all meetings and activities of the undergraduate chapter.			

Year \_\_\_\_\_  
Term \_\_\_\_\_  
Position Custodian \_\_\_\_\_  
Soror \_\_\_\_\_



Conferences	Yes	No
Regional Leadership Meeting	<input type="checkbox"/>	<input type="checkbox"/>
North Atlantic Regional Conference	<input type="checkbox"/>	<input type="checkbox"/>
Leadership/Boule	<input type="checkbox"/>	<input type="checkbox"/>
Cluster IV Conference	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate Round-Up	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Comments
<b>Chapter Bylaws:</b>			
Take care of any object of value belonging to the chapter, such as chapter emblems, scrapbook, past records, and other such properties and shall ensure that such items are properly stored.			
Maintain an updated inventory of all Sorority and Chapter property and devise procedures for the use and borrowing of all properties.			
Transport the chapter's sign and banner to and from events.			
Adhere to the Records Retention Guide.			
Serve on the Archives Committee.			
Perform other chapter duties at the request of Basileus.			
<b>So Now You're Elected: A Guide to Effective Chapter Operations</b>			
Attends all meetings and activities of the undergraduate chapter.			

Year \_\_\_\_\_  
Term \_\_\_\_\_  
Position Chaplain \_\_\_\_\_  
Soror \_\_\_\_\_



- Page | 1

Conferences	Yes	No
Regional Leadership Meeting	<input type="checkbox"/>	<input type="checkbox"/>
North Atlantic Regional Conference	<input type="checkbox"/>	<input type="checkbox"/>
Leadership/Boule	<input type="checkbox"/>	<input type="checkbox"/>
Cluster IV Conference	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate Round-Up	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Comments
<b>Chapter Bylaws:</b>			
Recite or lead the meditation, invocation, benediction and inspirational expressions for the chapter, public meetings and programs.			
Assist the Basileus and the Hodegos with the Ivy Beyond the Wall ceremony and provide spiritual support to the shut-in, infirmed, elderly, or any other soror needing spiritual support or prayer.			
Serve on Courtesy and Protocol Committee.			
Perform other chapter duties at the request of Basileus.			



**Alpha Kappa Alpha Sorority, Incorporated  
Rho Kappa Omega**

**Membership Committee Report  
Meeting: Wednesday, September 6, 2017  
Dial In: 712-775- 7031  
Access Code: 865043182#**

Meeting called to order- 7:05 p.m.

Meditation provided by Soror Shevon Armstrong

- I- **Review of Reclamation-** The committee was reminded of goals that were set to reclaim our lost pearls and work to bring inactive members to return to active membership.
- II- **Old Business-** Soror Spotlight, Soror of the Month and New Silver Soror gifts will be given out at September's chapter meeting.
- III- **Welcome Back Pop-Up Pearl Mixer**
  - The committee will host a Happy Hour mixer next Friday, September 15<sup>th</sup> to welcome everyone back from summer vacation. This will take place from 4- 8pm at Fire & Oak – 479 Washington Blvd (next to the Westin Hotel). There will be food and drink specials to purchase, and parking will be validated for the first four hours after 4pm. An email will be sent out to the chapter regarding the mixer.
- IV- **Soror Buddies** – Please reach out to your Soror Buddy and follow up with them about their summer. Soror buddies will be asked to share this information about one another at chapter meeting.
- V- **Hurricane Harvey Efforts**
  - The committee would like to find assistance for the chapter to help the victims of Hurricane Harvey. The idea is to reach out to the two local Houston chapters of Alpha Kappa Alpha Sorority, Inc.: Alpha Kappa Omega and Xi Alpha Omega to partner with them on how we can assist with donation efforts. When we have information from them then we will share with the chapter.
- VI- **Membership Intake** - The committee voted not to conduct a Membership Intake Process.

Meeting Adjourned- 7:43 p.m.

Respectfully submitted by Soror Shevon Armstrong- Chairman





Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
September 2017 Correspondence Report

- Who: Special Olympics New Jersey  
What: Invitation to donate to their annual fund.  
Notes: N/A
  
- Who: Britni Sharperson  
What: Scholarship application and corresponding documents.  
Notes: Attention Scholarship Chairman
  
- Who: Community Food Bank  
What: Request for donation  
Notes: N/A
  
- Who: Community Food Bank  
What: Request for donation  
Notes: N/A
  
- Who: Department of Treasury/ Internal Revenue Services  
What: "Important information about your December 31, 2016 form 990T. We approved your form 8868, Application for Extension of Time To File an Exempt Organization Return."  
Notes: Action needed- File your December 31, 2016 Form by November 15, 2017.
  
- Who: American Heart Stoke Association  
What: Thank you letter for \$100.00 donation to the American Heart Association.  
Notes: N/A
  
- Who: AKA/Corporate Office  
What: Financial card and corresponding information for Soror Andrea L. Mason.

Alpha Kappa Alpha Sorority, Inc.  
Rho Kappa Omega Chapter  
September 2017 Correspondence Report

Notes: N/A

- Who: Community Food Bank

What: Request for donation.

Notes: N/A

- Who: Soror Delores L.A. Curtis

What: Card Reads- Perhaps you sent a lovely card, or sat quietly on a chair. Perhaps you sent beautiful flowers, if so, we saw them there. Perhaps you sent or spoke kind words as any friends could say; Perhaps you were not there at all, just thought of us that day. Whatever you did to console the heart, we thank you so much, whatever the part.

Notes: From the family of Lillian A. Whalty.

Respectfully Submitted,

Soror Vanessa Jean-Louis