



## Fraternity Finance and Facilities Process

Revised August 3, 2022

**Summary:** This process describes the budget preparation process for fraternities. The College will bill all students for housing and dining costs and remit to the fraternity an amount equal to its membership costs and an average program cost per fraternity member in exchange for governance, cleaning, and hosting services if reasonably performed by the fraternity. For those fraternities with in-house food service programs, the College will also provide an annually established amount per person for food service costs incurred by the fraternity, contingent upon meeting the minimum expectation of providing 15 hot, quality meals per week.

Step	What To Do	Who	How to Do It
1	Communicate program cost allowance per member to be paid to the fraternity for the following academic year.	Director of Student Accounts	<ul style="list-style-type: none"><li>• Work with Chief Financial Officer &amp; Treasurer, Controller, and Associate Dean of Students to update payment guidelines for fraternity leadership.</li><li>• Communicate rates and payment guidelines to fraternity treasurers and the fraternity advisor.</li></ul>
2	Develop proposed budget for the following academic year, with estimates of membership fees/costs.	Fraternity Treasurer  Advisor	<ul style="list-style-type: none"><li>• Provide estimate of membership costs (Mandatory Fees) to Director of Student Accounts - may be per member or a flat rate.<ul style="list-style-type: none"><li>• New Member Fee</li><li>• New Member Initiation Fee</li><li>• Continuing Member Annual Fee</li><li>• Risk Management/Insurance Fee (Liability only)</li><li>• Chapter Assessment</li></ul></li><li>• Estimate house population and revenue using the Budget Template.</li><li>• For institutional planning, identify anticipated facilities needs including furniture, desired renovation, and other repair/maintenance needs.</li></ul>
3	Conduct internal review of the proposed budget template.	Fraternity Treasurer Advisor	<ul style="list-style-type: none"><li>• Review the budget template internally to ensure that it is vetted according to your fraternity's process.</li><li>• Review the budget template with your fraternity advisor for financial matters.</li></ul>
4	Submit proposed budget to the Business Office.	Fraternity Treasurer Advisor	<ul style="list-style-type: none"><li>• Provide the completed template to the Director of Student Accounts electronically by the scheduled due date at <a href="mailto:businessoffice@wabash.edu">businessoffice@wabash.edu</a>.</li></ul>
5	Review budget templates.	Director of Student Accounts	<ul style="list-style-type: none"><li>• Review budget template for accuracy.</li><li>• Review food service program cost for adequacy.</li><li>• Review food program details tab to check that 15 meals are planned to be provided weekly.</li><li>• Review capital needs estimates for College budget planning.</li></ul>

6	Complete and submit facilities needs request (furnishings, improvements, and capital projects).	Fraternity Treasurers	<ul style="list-style-type: none"> <li>Identify specific furnishings or projects desired for prioritization on the scheduled due date (early spring).</li> <li>Most repairs and renovations at the College are conducted over the summer, so requests will be combined with all project and capital needs of the college for review, prioritization, coordination, and contracting processes.</li> <li>Email list to <a href="mailto:businessoffice@wabash.edu">businessoffice@wabash.edu</a>.</li> </ul>
7	Review and summarize facilities requests.	Residence Life Specialist Director of Student Accounts	<ul style="list-style-type: none"> <li>Review and compile lists submitted by all fraternities.</li> <li>Provide summary to the core administrative group with will work on assessment of needs and prioritization. <ul style="list-style-type: none"> <li>Associate Dean of Students; Director of Planning, Design, and Construction; Director of Campus Services; and Chief Financial Officer and Treasurer.</li> </ul> </li> </ul>
8	Complete annual budget planning and approval process.	Chief Financial Officer, Controller, and Others	<ul style="list-style-type: none"> <li>Finalize development of the institutional budget.</li> <li>Internally vet and prioritize facilities projects.</li> <li>Prepare conceptual budget and proposed facilities projects list for review at the January Board of Trustees meeting (Budget and Finance Committee; Buildings and Grounds Committee).</li> <li>Final budget approval, including capital/facilities projects, are approved in the May Board of Trustees meeting.</li> </ul>
9	Begin early planning for summer facilities projects and improvements.	Director of Planning and Director of Campus Services	<ul style="list-style-type: none"> <li>Review status of approved projects and plan timelines for completion.</li> <li>Develop implementation strategy for completing projects underway and those most likely to be approved in the May board meeting.</li> </ul>
10	Announce summer and fiscal year approved facilities projects to fraternities.	Director of Planning and Director of Campus Services	<ul style="list-style-type: none"> <li>Communicate projects to be conducted to fraternity treasurers and advisors.</li> <li>Collaborate on final schedules and needs to plan for and conduct projects.</li> </ul>
11	Develop Housing Agreement or Amendment.	Director of Student Accounts and Director of Auxiliary and Insurance Services	<ul style="list-style-type: none"> <li>Director of Student Accounts will provide a summary of the costs for each fraternity.</li> <li>Director of Student Accounts and Director of Auxiliary Services will develop the amendments to each housing agreement.</li> <li>DSA will send the amendment to each fraternity's treasurer for review and execution.</li> </ul>
12	Return signed housing agreement amendment.	Fraternity Treasurers	<ul style="list-style-type: none"> <li>Email to <a href="mailto:businessoffice@wabash.edu">businessoffice@wabash.edu</a> or drop off in the Business Office (Room 105, Center Hall)</li> <li><b>Note: Payments will not be made to fraternities until housing agreements are fully executed.</b></li> </ul>
13	Receive and review housing agreements, submitted budget templates, and	Director of Student Accounts	<ul style="list-style-type: none"> <li>Monitor receipt of fraternity budget templates and housing agreements.</li> <li>Review budget templates for accuracy.</li> <li>Request edits or changes if necessary.</li> </ul>

	membership roster.		<ul style="list-style-type: none"> <li>Ensure that the budget reflects a reasonable cost estimate for the food service program is indicated. Funds provided for food service are intended for food service, not other programming.</li> </ul>
14	Conduct or participate in HELP Session at the beginning of the academic year.	Director of Student Accounts and Fraternity Treasurer	<ul style="list-style-type: none"> <li>Director of Student Accounts will conduct the new academic year HELP Session and walk through the following items: <ul style="list-style-type: none"> <li>Review of budget template.</li> <li>Review of the housing agreement amendment.</li> <li>Discuss key dates for the academic year for budget matters, facilities projects, and payment dates.</li> </ul> </li> <li>Director of Student Accounts will request final documentation of membership costs.</li> </ul>
15	Process and remit payments to fraternities.	Director of Student Accounts	<ul style="list-style-type: none"> <li>Payments are made based upon membership numbers according to the payment schedules noted in the housing agreement upon full execution of the housing agreement.</li> </ul>
16	Submit facilities projects to the Business Office for review.	Fraternity Treasurer	<ul style="list-style-type: none"> <li>See step 6 for details. This begins the facility and budget planning process for the following academic year.</li> </ul>
17	Conduct institutional review of compliance with agreement.	Business Office Dean of Students Office	<ul style="list-style-type: none"> <li>Evaluate performance of the fraternity on contract compliance—membership, governance, management of operations, care of facility.</li> <li><b>NOTE: Deficiencies may lead to reduction in spring program payment.</b></li> </ul>
18	Reconcile payments to fraternity (actual paid vs agreement vs expenditure receipts submitted)	Director of Student Accounts	<ul style="list-style-type: none"> <li>Overpayments to be deducted from initial payment of following semester.</li> <li>Underpayments released to fraternity at conclusion of reconciliation.</li> </ul>

#### References:

Fraternity Budget Template  
Calendar of Key Dates  
Campus Resource Roster