

Beta's Administrative Office maintains a **Chapter Account** for each chapter and colony. It is like a credit card or business account and tracks the chapter's membership and other financial transactions.

The monthly **Chapter Statement** is emailed to chapter officers and volunteers around the first of each month and serves as the primary communication tool of the account's status and activity.

In April 2008 the Fraternity enhanced the format of the statement to make it easier to use. The statement's features are shown in the sample below.

Questions?

Call a Finance Department team member at 800-800-BETA.

BETA THETA PI
FRATERNITY

Brennan Hall
5134 Bonham Road
Oxford, OH 45056
(513) 523-7591

Beta Theta Pi - Chautauqua University
ATTN: Treasurer
1839 Wooglin Road
Chautauqua, NY 14722

Chapter Statement

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Statement Date: 4/3/2008
Chapter Number: 100
Account Number: 100100
Current Amount Due: \$1,741.00
Payment is due in full on receipt

Date	Trans #	Description	Charges	Credits	Total	Balance
30+ Days						
02/29/2008	283011	Invoice:288000 Balance Forward				
		Balance Forward	\$200.00			
Total for transaction 283011:					\$200.00	\$200.00
Currently Due						
03/11/2008	283344	Invoice:288778 Pledge gets initiated				
		Initiation Fee	\$1,800.00			
	INITIATE	10/15/07 James George Smith Charles Henry Hardin David Linton George M. Chandler	3/10/08	James George Smith Samuel T. Marshall Michael C. Ryan Seth R. Brooks		
Total for transaction 283344:					\$1,800.00	\$2,000.00
03/27/2008	283898	Invoice:288123 Collegiate member graduates				
		Heritage Fee Credit		\$6.50		
	GRADUATE	5/31/07 John Reily Knox				
		Membership Dues Credit		\$52.50		
	GRADUATE	5/31/07 John Reily Knox				
Total for transaction 283898:					(\$59.00)	\$1,941.00
03/28/2008	283767	Payment Received				
		Document: 4231		\$200.00		
Total for transaction 283767:					(\$200.00)	\$1,741.00
Total Outstanding Balance						\$1,741.00

QUESTIONS? Please contact a Finance Department team member at 800-800-BETA.

In accordance with *The Code of Beta Theta Pi* any balance must be paid *within 30 days* to avoid service charges and remain eligible for awards.

Send payments to this address.

SUMMARY

Get quick answers! Use the Transaction # when contacting the Administrative Office

Transactions are listed in order by date and are grouped by age

TRANSACTIONS

MESSAGES

This column contains the running balance of the account

Most transactions list members involved, activity date & bill date

Parenthesis indicate a credit or payment

AMOUNT DUE