

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

Page 1 of 1

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           |
|----------------------------------|----------|-------------------------------------------------------------------------------------------|------------|-------------------------------------------------------------------------------|------------|-------------------|
| <b>30+ Days</b>                  |          |                                                                                           |            |                                                                               |            |                   |
| 02/29/2008                       | 283011   | Invoice:288000 Balance Forward                                                            |            |                                                                               |            |                   |
|                                  |          | Balance Forward                                                                           | \$200.00   |                                                                               |            |                   |
| Total for transaction 283011:    |          |                                                                                           |            |                                                                               | \$200.00   | \$200.00          |
| <b>Currently Due</b>             |          |                                                                                           |            |                                                                               |            |                   |
| 03/11/2008                       | 283344   | Invoice:288778 Pledge gets initiated                                                      |            |                                                                               |            |                   |
|                                  |          | Initiation Fee                                                                            | \$1,800.00 |                                                                               |            |                   |
|                                  | INITIATE | 10/15/07 James George Smith<br>Charles Henry Hardin<br>David Linton<br>George M. Chandler | 3/10/08    | James George Smith<br>Samuel T. Marshall<br>Michael C. Ryan<br>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        |
| <b>Total Outstanding Balance</b> |          |                                                                                           |            |                                                                               |            | <b>\$1,741.00</b> |

  

**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