



BILLHIGHWAY PLATINUM (BHP) PROGRAM OVERVIEW

Billhighway is an online financial planning solution for both chapters and house corporations. Billhighway incorporates both banking and accounting functions within an easy-to-use online platform.

Billhighway Platinum (BHP) is an additional level of service available to house corporations that utilize Billhighway as a financial management resource. BHP seeks to lessen the time burden of effectively managing a house corporation.

IRS COMPLIANCE ASSISTANCE*

One of the more tedious annual tasks for house corporations is complying with the IRS reporting requirements. BHP program members will receive assistance fulfilling the annual IRS Form 990 requirement. Additionally, Billhighway works in conjunction with Paychex to provide payroll services for house corporation employees, such as cooks or house directors.

Using financial information already within Billhighway, the BHP support team will assist with completion of the financial portions of IRS Form 990. Other sections of Form 990 related to the house corporation's operations (program service descriptions, board governance, etc.) will remain the responsibility of the house corporation, in addition to obtaining an official signature and form filing.

*We recommend that house corporations utilize a CPA to complete tax filings until they have used Billhighway for a full fiscal year. Doing so ensures that all financial transactions are recorded in the platform and helps to streamline the Form 990 completion process.

DAY-TO-DAY OPERATIONS SUPPORT

Paying bills with Billhighway Platinum couldn't be easier. With BHP, members simply approve payments and the Billhighway team takes care of the rest. Without the hassles of bill payment and daily bookkeeping, your house corporation members gain time for more important work – like fundraising and financial strategy.

▶ Accounts Payable

The Billhighway Platinum support team provides vendor payment processing on behalf of member house corporation. Records of all payments and invoices will be maintained on the house corporation's behalf at the Administrative Office.

▶ Accounts Receivable

Any funds or donations not collected directly through Billhighway can also be processed and deposited by the BHP team.

▶ Billing Set Up

Member billing is a key feature that can help standardize and streamline the billing and collections process. Billhighway allows house corporations to bill chapter members electronically, with payments automatically routed to a Billhighway account. As a Platinum program participant, the BHP support team will work with your house corporation to ensure all billing information is properly entered and invoices are accurate.

FINANCIAL PLANNING

Proper financial management requires budget planning and ongoing evaluation. Platinum members will benefit from a budget review process that ensures a proper, comprehensive plan is in place.

CLIENT-CENTERED SUPPORT AND ASSISTANCE

Upon creating a Billhighway Platinum account, the support team will schedule an initial training session to instruct house corporation board members on effectively using the platform. Each month, the house corporation will receive an email containing various reports, including updated balance sheets, income statements, budget variance reports and member balances. These reports can be tailored to the needs of your specific house corporation.

COST OF BILLHIGHWAY PLATINUM PROGRAM

Please contact the Administrative Office for Billhighway Platinum pricing information for your chapter's house corporation.

IF YOU ARE INTERESTED IN JOINING BILLHIGHWAY PLATINUM. . .

contact John Underhill at john.underhill@beta.org or John Reineke at john.reineke@beta.org.

