

# Treasurer's Budgeting Checklist

Alpha Sigma Phi Fraternity

This is a checklist all Treasurer's should follow to assist in the budgeting process. If you have any questions about any of the steps, please contact Fraternity Headquarters.

- Give all Directors/Officers a copy of the Budget Request form to fill out with a deadline for submission.
- After receiving the Budget Request Form, review the proposed funds for each position and make a proposed budget for the Prudential Committee.
- Present all Request Forms to the Prudential Committee as well as a proposed budget for review during a Prudential Committee meeting.
- Complete the Budget Request Forms; make copies for the Treasurer, President and each Director or Officer.
- Add the approved amount into the Budget Tracker Tool.
- Provide monthly financial statements with budgets vs. actual to the Prudential Committee with a high-level summary for the entire chapter.

