

MONEY MATTERS

Cultivating Financial Health for Yourself
and in Your Chapter



UNITED IN MUSIC: HOME TOUR

MEET YOUR SPEAKERS

CHRISTINA PAPARO

Member, New York Alum



Christina, an education paraprofessional from Irvington, NY, was initiated at Theta Psi Chapter at Loyola University New Orleans in 2012. She is pursuing her tri-certificate master's degree in Early Childhood General Education, Childhood General Education, and Teaching Students with Disabilities at Mercy University. She is an active member of the New York Alumnae Chapter. Her support of SAI earned her the Sword of Honor and Rose of Honor.

RAECHYL THIERINGER

Treasurer, Phi B PO

An insurance professional from White Plains, NY, Raechyl was initiated at Epsilon Beta chapter at Gettysburg College in 2016. She currently serves as the Phi B Province Officer and treasurer for the WJM Foundation. Her commitment to financial excellence and strategic insight shines through in both her professional work and volunteer efforts. Her support of SAI has earned her the Sword of Honor, Rose of Honor, and Diamond Sword of Honor.



CONTENTS

PART 1

PRESENTATION NOTES

A workbook for participants to jot down key points and reflections during the presentation.

PART 2

CHAPTER FINANCE WORKBOOK

Tools to analyze chapter finances and create a long-term financial plan.

PART 3

PERSONAL FINANCE WORKBOOK

Tools to evaluate personal finances and develop a long-term financial plan.

PART 4

ADVISOR WORKBOOK

Tools to understand a chapter's financial position and cultivate a financial plan.

PART 5

RESOURCES

A collection of helpful materials and references to support your financial planning and analysis.

SECTION 1: PRESENTATION NOTES

Money Matters is a dynamic workshop designed to promote financial wellness for both chapters and individuals. Packed with interactive activities and practical tips, this workshop offers creative strategies for budgeting, fundraising, and planning to help your chapter achieve its goals. Simultaneously, it provides valuable

advice on personal finance management, empowering sisters to achieve financial stability and growth. Whether you're a treasurer or simply passionate about financial wellness, this workshop equips you with the tools to engage all members in the long-term success of your chapter and personal financial health.



WHERE ARE YOU NOW?

Question 1

Where are your chapter funds?
List all accounts and account balances.

Checking:

Savings:

HYSAs:

CDs:

Other:

Question 2

What are the accounts fees and interest rates for each account?

Checking:

Savings:

HYSAs:

CDs:

Other:

Question 3

What are your chapter's main forms of income?

1.

2.

3.

4.

5.

Question 4

What are your chapter's largest expenses?

1.

2.

3.

4.

5.

WHERE HAVE YOU BEEN?

Question 1

What are the yearend account balances in the past 5 years? List those balances below.

- 1.
- 2.
- 3.
- 4.
- 5.

Question 2

Look at those balances. How do they fluctuate, and what factor(s) impact those fluctuations.

Question 3

What has changed? Has there been a bank change, big change in membership, or other factors?

Question 4

Overall, how is the chapter trending? Why is the trend what it is?

Positive / Negative / Neutral

WHERE DO YOU WANT TO BE?

Question 1

What are your chapter goals for the year? List all non-financial goals below.

1.

2.

3.

4.

5.

Question 2

What are your chapter goals for the year? List all financial goals below.

1.

2.

3.

4.

5.

Question 3

Are there any longer-term goals that your chapter has? List those below.

1.

2.

3.

4.

5.

Question 4

How do finances relate to each goal (even the non-financial goals!)?

SMART GOALS

S Specific

What is the exact goal that you want to reach? Why and how will achieving this goal help the chapter? Who in your chapter will assist in accomplishing this goal?

M Measureable

What exactly do you want to achieve? How will you know you've achieved it? Use precise qualifiers. What kind of tracker or measures will you use to assess your progress?

A Achievable

How do you plan to achieve this goal? How realistic is it? Who in your chapter will keep the responsible part on track? How will you communicate your progress to the chapter?

R Relevant

Does this goal suit your chapter and its needs at this moment in time? Or does the goal suit your chapter and its long-term needs?

T Time-Bound

When will you reach this goal? How long will it take to develop the skills or resources needed to achieve this goal? Is the length of time identified to achieve this goal realistic and attainable?

HOW DO YOU GET THERE?

Question 1

With those goals in mind, start drafting your budget! Let's start with expenses (be realistic!).

1. NH Fees:
2. Events & Supplies:
3. Honors & Awards:
4. Scholarship, Grant, Donation:
5. Other Expenses:

Question 2

Now how will you get income to at least cover those expenses (be conservative!)?

1. Dues:
2. Interest:
3. Fundraising:
4. Other Income:

Question 3

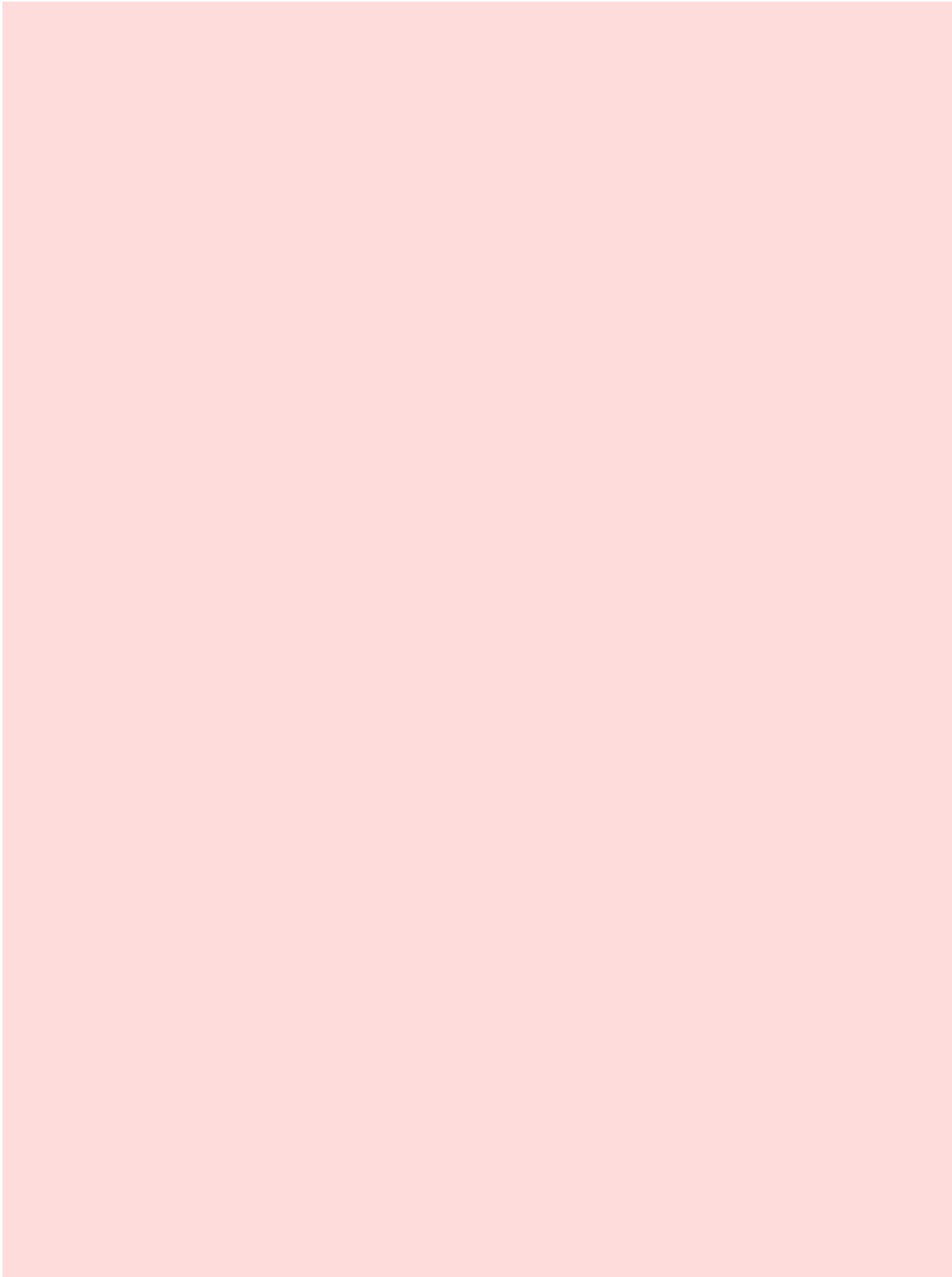
Go role by role on the board. Are their needs accounted for? How can they minimize expenses?

President:
VPM:
VPR:
VPP:
Secretaries:
Treasurer:
Editor:
SAA:
Committees:

Question 4

What are some things you can do this year to take a step toward long-term financial health?

ADDITIONAL NOTES



PART 2: CHAPTER FINANCE WORKBOOK

To effectively analyze chapter finances and develop a long-term financial plan, it may be beneficial to follow a structured process based on the workshop's guidelines. This section provides tools to guide you through analyzing your chapter's financial position. With an understanding of the chapter's position, these tools will then aid in

developing a plan that engages all members, especially the executive board, in the chapter's long-term success. By leveraging these tools, you can ensure a comprehensive understanding of your chapter's finances and create a sustainable plan for future growth while fostering a sense of ownership and commitment among members.



WHERE ARE YOU NOW?

Bank Accounts

List all of your chapter accounts, the amount in each account, and the monthly fees and interest rates (if applicable).

Checking:

Savings:

HYSAs:

CDs:

Other:

Income

What are your chapter's main forms of income?

Local Dues:

Fundraising:

Interest:

Other Income:

Expenses

What are your chapter's main expenses?

Convention / Savings:

National Fees:

Events & Supplies:

Grants & Scholarships:

Donations:

Awards & Honors:

Distinguished Members:

Recruiting:

Other Expenses:

WHERE HAVE YOU BEEN?

Question 1

What are the yearend account balances in the past 5 years? List those balances below.

- 1.
- 2.
- 3.
- 4.
- 5.

Question 2

Look at those balances. How do they fluctuate, and what factor(s) impact those fluctuations.

Question 3

What has changed? Has there been a bank change, big change in membership, or other factors?

Question 4

Overall, how is the chapter trending? Why is the trend what it is?

Positive / Negative / Neutral

WHERE DO YOU WANT TO BE?

Question 1

What are your chapter goals for the year? List all non-financial goals below.

- 1.
- 2.
- 3.
- 4.
- 5.

Question 2

What are your chapter goals for the year? List all financial goals below.

- 1.
- 2.
- 3.
- 4.
- 5.

Question 3

Are there any longer-term goals that your chapter has? List those below.

- 1.
- 2.
- 3.
- 4.
- 5.

Question 4

How do finances relate to each goal (even the non-financial goals)?

- 1.
- 2.
- 3.
- 4.
- 5.

SMART GOALS

S Specific

What is the exact goal that you want to reach? Why and how will achieving this goal help the chapter? Who in your chapter will assist in accomplishing this goal?

M Measureable

What exactly do you want to achieve? How will you know you've achieved it? Use precise qualifiers. What kind of tracker or measures will you use to assess your progress?

A Achievable

How do you plan to achieve this goal? How realistic is it? Who in your chapter will keep the responsible part on track? How will you communicate your progress to the chapter?

R Relevant

Does this goal suit your chapter and its needs at this moment in time? Or does the goal suit your chapter and its long-term needs?

T Time-Bound

When will you reach this goal? How long will it take to develop the skills or resources needed to achieve this goal? Is the length of time identified to achieve this goal realistic and attainable?

HOW DO YOU GET THERE?

Question 1

With those goals in mind, start drafting your budget! Let's start with expenses (be realistic!).

1. NH Fees:
2. Events & Supplies:
3. Honors & Awards:
4. Scholarship, Grant, Donation:
5. Other Expenses:

Question 2

Now how will you get income to at least cover those expenses (be conservative!)?

1. Dues:
2. Interest:
3. Fundraising:
4. Other Income:

Question 3

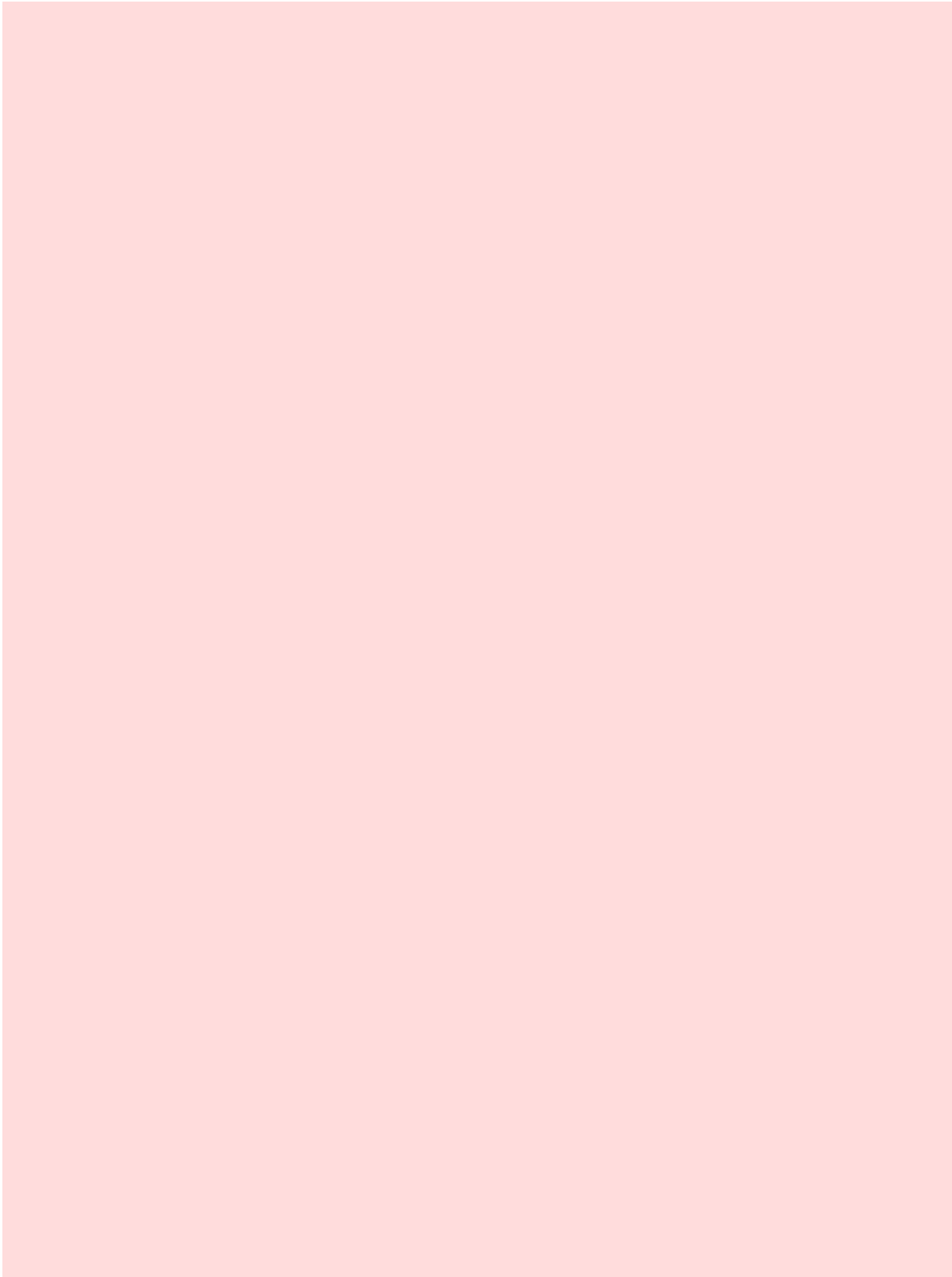
Go role by role on the board. Are their needs accounted for? How can they minimize expenses?

- President:
- VPM:
- VPR:
- VPP:
- Secretaries:
- Treasurer:
- Editor:
- SAA:
- Committees:

Question 4

What are some things you can do this year to take a step toward long-term financial health?

ADDITIONAL NOTES



TREASURER CHECKLIST

Do you have access to all the treasurer records you need? For more information about these records and this position, check out Chapter 8 of the SAI Chapter Procedures Manual (CPM).



Copy of the CPM (Ch. 8 for Treasurer information)



Receipt book



Copy of chapter and national bylaws



Payment confirmations to National Headquarters



Up-to-date list of chapter members



Current Schedule of Fees



List of delinquent members



Budget & last year's annual report



Budget & last year's annual report



Access to all accounts (checking, savings, university, CDs, etc)



Account ledger



All historical bank statements and other financial records

NOTES:

TREASURER LOGIN INFO

Email Address:

Password:

Recovery Phone / Email:

Bank Account(s):

Bank:

Number of Accounts:

Username:

Password:

Bank:

Number of Accounts:

Username:

Password:

Bank:

Number of Accounts:

Username:

Password:

Payment Account(s):

CashApp:

Username:

Password:

Verification Phone / Email:

PayPal:

Username:

Password:

Verification Phone / Email:

Square:

Username:

Password:

Verification Phone / Email:

Other:

BUDGET TEMPLATE

Starting Checking Account Balance:

Income	Projected	Actual
Local Dues		
National Dues		
MIT & Initiation Fees		
Fundraising		
TOTAL Income		
Expenses		
Convention / Savings		
NH Service Charge	\$100.00	
NH Liability Charge		
MIT & Initiation Fees		
Distinguished Members		
Awards & Honors		
Supplies (roses, postage, etc)		
Meeting Expenses		
Donations		
Other Expenses		
TOTAL Expenses		
Net Total (Income - Expenses)		

Starting Savings Account Balance:

Income	Projected	Actual
Interest		
Other Income		
TOTAL Income		
Expenses		
Disbursements		
Other Expenses		
TOTAL Expenses		
Net Total (Income - Expenses)		

[illegible][illegible]

PART 3: PERSONAL FINANCE WORKBOOK

All of the tools and strategies discussed in this workshop can apply to personal finances. To effectively analyze personal finances and develop a long-term financial plan, you can follow the same structured process. This section provides you tools to analyze your financial position. With an understanding of your financial

situation, these tools will then aid in developing a plan to achieve long-term financial success. By leveraging these tools, you can ensure a comprehensive understanding of your finances and create a sustainable plan for future growth, fostering a sense of ownership and commitment to your financial well-being.



WHERE ARE YOU NOW?

Bank Accounts

List all of your personal accounts, the amount in each account, and the monthly fees and interest rates (if applicable).

Checking:

Savings:

HYSAs:

CDs:

Other:

Income

What are your chapter's main forms of income?

Main Job:

Interest:

Other Income:

Expenses

What are your chapter's main expenses?

Rent:

Utilities:

Loans:

Groceries:

Car / Transportation:

Debit Repayment:

Other Expenses:

WHERE HAVE YOU BEEN?

Question 1

What are the yearend account balances in the past 5 years? List those balances below.

- 1.
- 2.
- 3.
- 4.
- 5.

Question 2

Look at those balances. How do they fluctuate, and what factor(s) impact those fluctuations.

Question 3

What has changed? Has there been a bank change, big change in employment, or other factors?

Question 4

Overall, how are your finances trending? Why is the trend what it is?

Positive / Neutral / Negative

WHERE DO YOU WANT TO BE?

Question 1

What are your personal goals for the year? List all non-financial goals below.

1.

2.

3.

4.

5.

Question 2

What are your personal goals for the year? List all financial goals below.

1.

2.

3.

4.

5.

Question 3

What are your longer-term goals? List all long-term financial and non-financial goals below.

1.

2.

3.

4.

5.

Question 4

How do finances relate to each goal (even the non-financial goals)?

1.

2.

3.

4.

5.

SMART GOALS

S Specific

What is the exact goal that you want to reach? Why and how will achieving this goal help the chapter? Who in your chapter will assist in accomplishing this goal?

M Measureable

What exactly do you want to achieve? How will you know you've achieved it? Use precise qualifiers. What kind of tracker or measures will you use to assess your progress?

A Achievable

How do you plan to achieve this goal? How realistic is it? Who in your chapter will keep the responsible part on track? How will you communicate your progress to the chapter?

R Relevant

Does this goal suit your chapter and its needs at this moment in time? Or does the goal suit your chapter and its long-term needs?

T Time-Bound

When will you reach this goal? How long will it take to develop the skills or resources needed to achieve this goal? Is the length of time identified to achieve this goal realistic and attainable?

HOW DO YOU GET THERE?

Question 1

With those goals in mind, start drafting your budget! Let's start with expenses (be realistic!).

Mortgage / Rent:

Utilities:

Loans:

Groceries:

Car / Transportation:

Debit Repayment:

Other Expenses:

Question 2

Now how will you get income to at least cover those expenses (be conservative!)?

Main Job:

Interest:

Other Income:

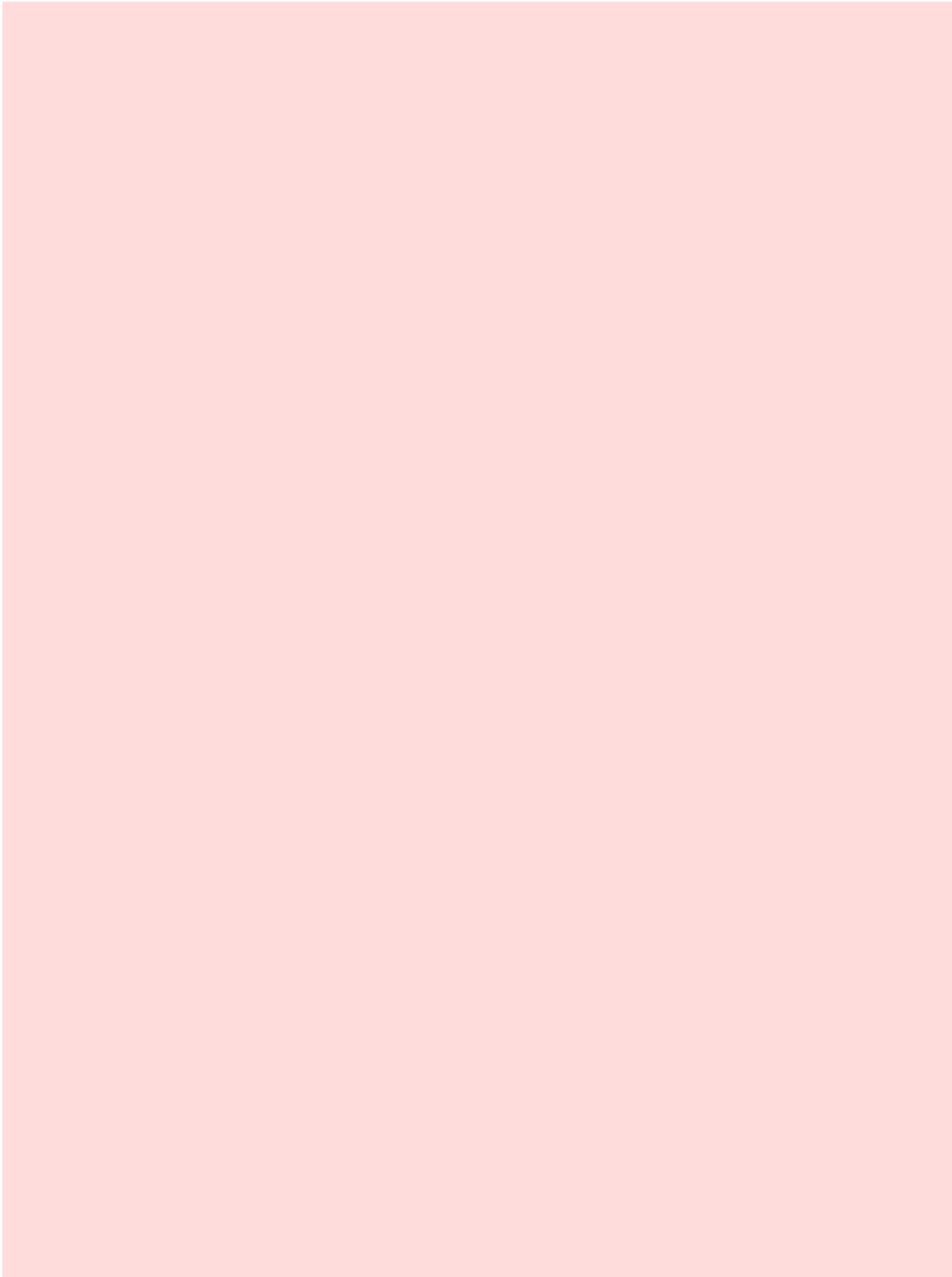
Question 3

Go item by item in your budget. How can you maximize funds & minimize expenses?

Question 4

What are some things you can do this year to take a step toward long-term financial health?

ADDITIONAL NOTES



BUDGET TEMPLATE

Income	Projected	Actual
Main Job		
Interest		
Other Income		
TOTAL Income		
Expenses		
Bills (Fixed Cost)		
Mortgage / Rent		
Insurance		
Subscriptions		
Other Bills		
Expenses (Variable Cost)		
Gas / Other Transportation		
Food		
Fun / Activities		
Pets / Kids		
Other Expenses		
Debt		
Car Payment		
Credit Card Payment		
Other Debt Payments		
Savings		
Retirement Savings		
Other Savings		
TOTAL Expenses		
Net Total (Income - Expenses)		

PART 4: ADVISOR FINANCE WORKBOOK

To effectively advise a chapter and support its long-term development, it may be helpful to follow a structured approach aligned with the workshop's advising framework. This section offers tools designed to help you assess the chapter's current dynamics, identify areas for growth, and provide strategic guidance. With clear understanding

of the chapter's strengths and challenges, these tools will assist you in fostering collaboration with the executive board and members alike. By utilizing these resources, you can offer informed, impactful advice that promotes sustainable progress and cultivates a culture of shared responsibility and continuous improvement.



WHERE ARE THEY NOW?

Bank Accounts

List all of the chapter's accounts, the amount in each account, and the monthly fees and interest rates (if applicable).

Checking:

Savings:

HYSAs:

CDs:

Other:

Income

What are the chapter's main forms of income?

Local Dues:

Fundraising:

Interest:

Other Income:

Expenses

What are the chapter's main expenses?

Convention / Savings:

National Fees:

Events & Supplies:

Grants & Scholarships:

Donations:

Awards & Honors:

Distinguished Members:

Recruiting:

Other Expenses:

WHERE HAVE THEY BEEN?

Question 1

What are the yearend account balances in the past 5 years? List those balances below.

- 1.
- 2.
- 3.
- 4.
- 5.

Question 2

Look at those balances. How do they fluctuate, and what factor(s) impact those fluctuations.

Question 3

What has changed? Has there been a bank change, big change in membership, or other factors?

Question 4

Overall, how is the chapter trending? Why is the trend what it is?

Positive / Negative / Neutral

WHERE DO THEY WANT TO BE?

Question 1

What are the chapter goals for the year? List all non-financial goals below.

- 1.
- 2.
- 3.
- 4.
- 5.

Question 2

What are the chapter goals for the year? List all financial goals below.

- 1.
- 2.
- 3.
- 4.
- 5.

Question 3

Are there any longer-term goals that the chapter has? List those below.

- 1.
- 2.
- 3.
- 4.
- 5.

Question 4

How do finances relate to each goal (even the non-financial goals)?

- 1.
- 2.
- 3.
- 4.
- 5.

SMART GOALS

S Specific

What is the exact goal that you want to reach? Why and how will achieving this goal help the chapter? Who in your chapter will assist in accomplishing this goal?

M Measureable

What exactly do you want to achieve? How will you know you've achieved it? Use precise qualifiers. What kind of tracker or measures will you use to assess your progress?

A Achievable

How do you plan to achieve this goal? How realistic is it? Who in your chapter will keep the responsible part on track? How will you communicate your progress to the chapter?

R Relevant

Does this goal suit your chapter and its needs at this moment in time? Or does the goal suit your chapter and its long-term needs?

T Time-Bound

When will you reach this goal? How long will it take to develop the skills or resources needed to achieve this goal? Is the length of time identified to achieve this goal realistic and attainable?

HOW DO THEY GET THERE?

Question 1

With those goals in mind, meet with the treasurer to discuss the budget! Start with expenses.

1. NH Fees:
2. Events & Supplies:
3. Honors & Awards:
4. Scholarship, Grant, Donation:
5. Other Expenses:

Question 2

How will the chapter get income to at least cover those expenses (be conservative!)?

1. Dues:
2. Interest:
3. Fundraising:
4. Other Income:

Question 3

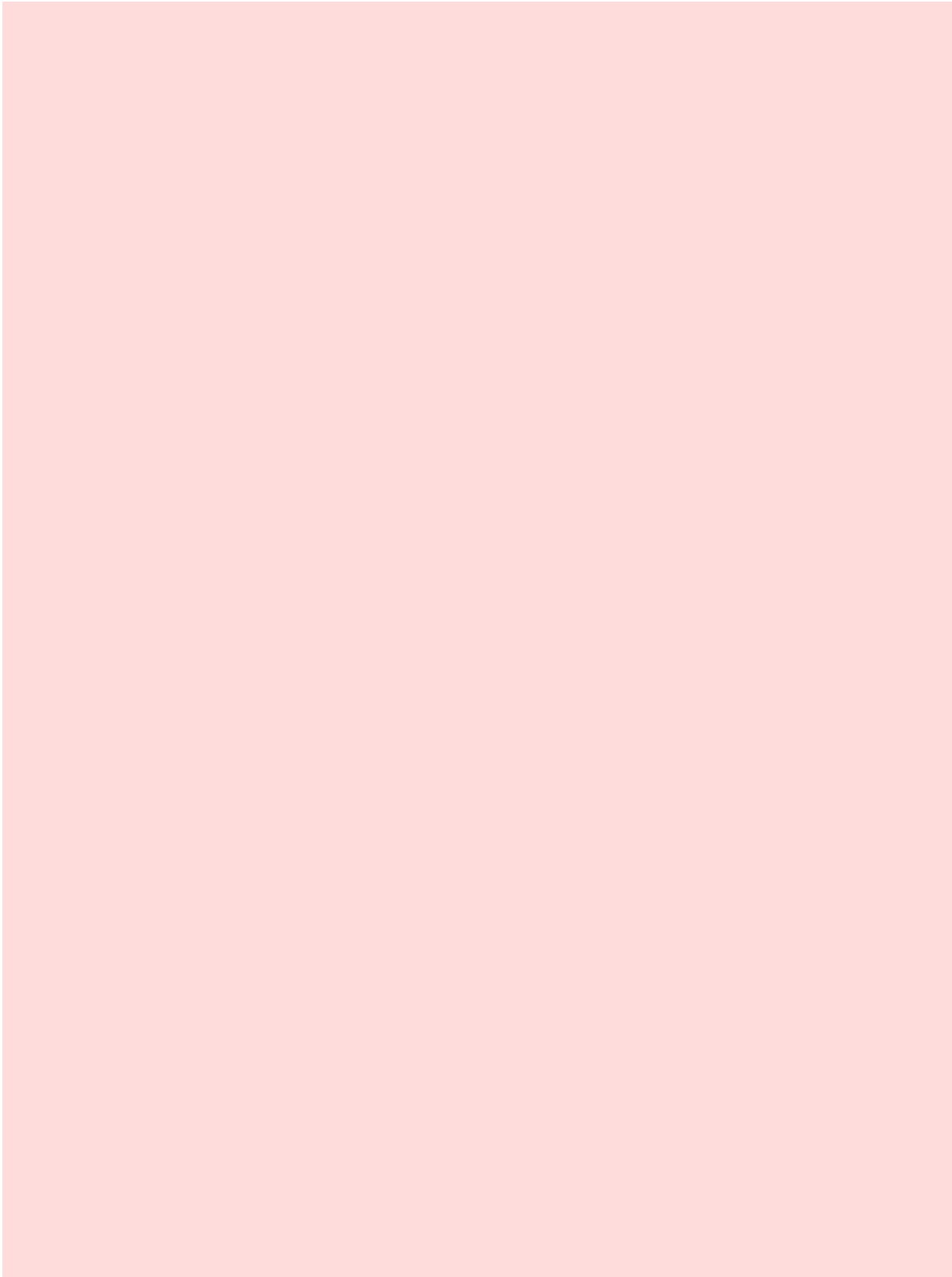
Go role by role on the board. Are their needs accounted for? How can they minimize expenses?

- President:
- VPM:
- VPR:
- VPP:
- Secretaries:
- Treasurer:
- Editor:
- SAA:
- Committees:

Question 4

What are things the chapter can do to take a step toward long-term financial health?

ADDITIONAL NOTES



ADVISOR CHECKLIST

Do you have access to all the information you need? For more information about these records and this position, check out Chapter 8 of the SAI Chapter Procedures Manual (CPM).

General Information

Chapter Name: _____

Chapter College / University: _____

Chapter Tax ID Number: _____

Advisory Counsel

Faculty Advisor: _____

Membership Advisor: _____

Social Advisor: _____

Executive Board

President: _____ VPM: _____

VPR: _____ VPP: _____

Treasurer: _____ Rec Sec: _____

Corr Sec: _____ Editor: _____

Sergeant: _____ Finance Chair: _____

Documents & Access Needed

- | | |
|---|--|
| ☐ CPM (Ch. 15 on Advising) | ☐ Panhellenic Regulations |
| ☐ Bylaws & LCPM | ☐ Correct Bank Authorized Signers |
| ☐ Budget & Account Ledger | ☐ Officer Portal Access & Prior Reports |
| ☐ Account Statements | ☐ Newsletters |
| ☐ Minutes | |

NOTES:

INITIAL REVIEW

NH Outstanding Debt

Current Balance: \$ _____

Item 1 - _____ : \$ _____

Item 2 - _____ : \$ _____

Item 3 - _____ : \$ _____

Item 4 - _____ : \$ _____

Item 5 - _____ : \$ _____

Prior Year's Performance

Were the treasurer reports submitted timely? Yes / No

Income:

Full Year Active Members: _____ Half Year Active Members: _____

MITs: _____ Local Dues (Per Member): _____

National Dues (Per Member): _____ Fundraised: _____

Other Income: _____

Expenses:

Liability Charge: _____ Service Charge: _____

Convention Fund: _____ SAI Philanthropy Donation: _____

Other Donations: _____ Supplies / Other Expenses: _____

Summary:

Total Income: _____ Total Expenses: _____

Starting Account Balance: _____ Ending Account Balance: _____

Alignment

Does the treasurer report align with the account balances? Yes / No

Do the reported account balances match the bank account statements? Yes / No

Is the chapter on track to afford the next National Convention? Yes / No

Does the treasurer have everyone on the Treasurer Checklist? Yes / No

Does the chapter have a sufficient & attainable fundraising plan this year? Yes / No

Are there any immediate concerns or need for corrective action? Yes / No

What is the overall trajectory of the chapter? Positive / Neutral / Negative

NOTES:

BUDGET TEMPLATE

Starting Checking Account Balance:

Income	Projected	Actual
Local Dues		
National Dues (\$50 ea)		
MIT & Initiation Fees (\$300 ea.)		
Fundraising		
TOTAL Income		
Expenses		
Convention / Savings	\$250.00	
NH Service Charge	\$100.00	
NH Liability Charge (\$6 ea.)		
MIT & Initiation Fees (\$300 ea.)		
Distinguished Members		
Awards & Honors		
Supplies (roses, postage, etc)		
Meeting Expenses		
Donations		
Other Expenses		
TOTAL Expenses		
Net Total (Income - Expenses)		

Starting Savings Account Balance:

Income	Projected	Actual
Interest		
Other Income		
TOTAL Income		
Expenses		
Disbursements		
Other Expenses		
TOTAL Expenses		
Net Total (Income - Expenses)		

LEDGER TEMPLATE

Starting Checking Account Balance:

Description	Credit (+)	Debit (-)	Balance

Starting Savings Account Balance:

Description	Credit (+)	Debit (-)	Balance

RESOURCE LIBRARY



KHAN ACADEMY FINANCIAL LITERACY ONLINE COURSE

A massive, open, and free online course which breaks everything down about financial literacy into manageable, easy-to-understand topics.



“THIS IS UNCOMFORTABLE,” REEMA KHRAIS

Marketplace’s award-winning narrative podcast, “This Is Uncomfortable,” is a podcast about life and how money messes with it. Host Reema Khrais digs into stories about the unanticipated ways money shapes our relationships, identities and the choices we make.



“BROWN AMBITION,” MANDI WOODRUFF-SANTOS

A money and career podcast FOR women of color BY women of color looking to build wealth and the career of their dreams. Brown Ambition helps you unapologetically build wealth.



THE SIMPLE PATH TO WEALTH BY J.L. COLLINS

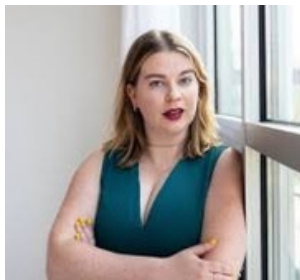
J.L Collins work has helped nearly a million people understand how to grow their money with confidence. *The Simple Path* was inspired by letters to his daughter about personal finance education.

RESOURCE LIBRARY



“JOURNEY TO LAUNCH,” JAMILLA SOUFFRANT

As a money expert who “walks her talk” Jamilla helps brave Journeyers gain clarity around their finances and create an actionable plan to reach their goals. Her mission is to teach, inspire and help others reach Financial Freedom.



“FINANCIAL FEMINIST,” TORI DUNLAP

Tori Dunlap guides you through making more, spending less, and feeling financially confident in a world. With solo episodes and guest interviews, get resources to earn, save, and grow your money for financial freedom.



VIVIAN TU

Vivian Tu is a former Wall Street trader who is now known as Your Rich BFF, a financial educator and media personality focused on making personal finance accessible to a wide audience.



***GET GOOD WITH MONEY BY* TIFFANY ALICHE**

A former teacher for ten years with a Master's degree in Education, Tiffany was instrumental in getting The Budgetnista Law (A1414) passed in 2019, making financial education mandatory for middle school students in New Jersey.

THANK YOU!

Thank you for participating in this workshop!
We hope you found the information
valuable and insightful. To view the
presentation and obtain the presenter's
contact information, click [here](#). Your
engagement was greatly appreciated, and
we are happy to answer any questions you
may have.

