

How to Stay on Top of Your Chapter Finances Mid Semester

We know that running a chapter while balancing academics, career aspirations, internships, and a social life can be challenging. So here at greekbill, we strive to make things just a little bit easier for you to stay on top of your chapter's mid-semester finances. Here are some tips for staying on track.



01 Don't Wait! Stay on Top of New Members

Do not let new members accumulate. Add them to your roster and to greekbill as soon as someone becomes a new member to keep your roster current.

💡 Try creating a member group for the new member class to easily add charges to their accounts.



02 Take Officer Transition Seriously

After your chapter's election for new officers, get them set up for success. Remember that you were new to the job at one time! Set them up on all the systems they may need to access, and walk them through your responsibilities and processes.



03 Leverage Your Purchase Card to Ease Expense Management

If you haven't already, order your purchase card! Your card will make it easy for your chapter to safely pay bills, make purchases and track expenses. The purchase card syncs with the greekbill platform, making real-time reporting available 24/7.



04 Review Budgets Regularly

Keeping a continual record of chapter expenses will lead to success with maintaining a budget. Be sure to document all income and expenses regularly to increase visibility to your chapter's financial health, and help with budgeting for the next year.

💡 Make this easy by implementing the Bank Sync feature on greekbill; it will keep track of all checks, deposits and vendor transactions for you.