



ZETA PHI BETA SORORITY, INC. Southeastern Region

Florida, Georgia, South Carolina & Virgin Islands

FINANCIAL REPORTING FORM

DATE	CHAPTER NAME	CITY OR COLLEGE CHAPTER	YEAR REPORTING
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What and where to send financial reports for current and new members:

- Attach typed list with requested information to this form or please type or print information in the designated spaces below. List unfinancial members on a separate form. Include 1) name, 2) designate if LM or GLM, 3) address/phone/email, 4) designate status (prior to Deadline, New, Reclaimed, Late).
- Mail THREE copies of each submitted financial reporting form with postmark on or before October 31st and ONE copy will be returned as an official receipt from the Tamias-Grammateus..
- Submit additional forms with information for all new and reclaimed members.
- Mail forms and monies to the Tamias-Grammateus: **Soror Ophelia Sanders, 11259 Lakeview Drive, Coral Springs, FL 33071**

Financial Requirements

- Graduate Chapter Tax is \$60
- Undergraduate Chapter Tax is \$25
- Graduate Soror Per Capita \$25
- Per Capita Tax Undergraduate \$15
- Undergrad/Youth Development \$25 per each Grad chapter
- LATE FEE per soror when postmarked AFTER 10/31 \$10

NAME	ID#	Designate LM or GLM	Prior to Deadline (PD), New (N), Reclaimed (R) or Late (L)	COMPLETE ADDRESS & PHONE NUMBER
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Please attach chapter roster

<p style="text-align: center;">Summary</p> <p>Chapter Tax Amount <input type="checkbox"/> UG \$25 <input type="checkbox"/> Grad \$60</p> <p>Undergraduate/Youth Leadership Program Development Amount <input type="checkbox"/> Grad \$25</p> <p>All Graduate Chapters (regardless of L/G sponsorship)</p> <p>Per Capita</p> <p>Prior to Deadline (PD) \$ _____</p> <p>New (N) \$ _____</p> <p>Reclaimed (R) \$ _____</p> <p>Late (L) \$ _____</p> <p>Late Fees \$ _____</p> <p style="text-align: center;">(\$10 for each soror reported Late (L))</p> <p>TOTAL: \$ _____</p>	<p>Supplemental Report Yes _____ No _____</p> <p>_____ Chapter Name and Tax ID#</p> <p>_____ Chapter Basileus' Name/Email</p> <p>_____ Chapter Official Mailing Address</p> <p>_____ City/State/Zip</p> <p>_____ Chapter Email Address</p> <p>_____ Report prepared by</p> <p>_____ Preparer's Telephone # and Email Address</p>
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REGIONAL USE ONLY

RECEIPT NUMBER	DATE	MONEY ORDER/CASHIER'S CHECK #	TAMIAS GRAMMATEUS SIGNATURE

AMOUNT RECEIVED	COMMENTS

White copy: Tamias Grammateus Yellow copy: Regional Director Pink copy: Chapter as receipt

PD= Prior to deadline N= New soror RS=Reclaimed Soror L=Late submission (\$10/Soror late fee is due)