Guidelines for Chapter Authorized Electronic Transactions

The following guidelines are to assist the chapters who desire to accept electronic payments for payment of chapter dues, donations, and fundraising events.

- 1. The chapter must approve by majority vote, at a stated meeting, to accept electronic payments for chapter dues, donations and fundraising events.
 - a. The chapter must approve the manner in which the funds will be sent electronically.
 - i. For the safety of the chapter, it is suggested that only bank to bank transfer of funds be authorized.
 - b. The chapter must approve any transactions fees to be charged to the chapter.
 - c. The chapter must approve any transaction fee to be charged to individuals who use the electronic platform to send funds.
 - d. The chapter must approve which sources of funds may be received electronically.
- 2. The authorized signers on the chapter bank account must set up the process of electronic transactions with the bank of which the chapter does business.
- 3. The chapter secretary shall be the designated party to whom the electronic transaction notices are sent.
- 4. The chapter secretary shall keep accurate records of all electronic transfer of funds into the chapter bank account.
 - a. The chapter secretary will include all electronic deposits received with other receipts at the next stated meeting of the chapter.
 - b. A Summary of Chapter Receipts shall be completed by the chapter secretary for all electronic, cash and check transactions.
 - c. In order for the treasurer to include the electronic deposits in the Receipt given to the secretary at the stated meeting, the secretary shall give a copy of the Summary of Chapter Receipts to the treasurer at the stated meeting following receipt of the electronic deposits.
 - d. The secretary shall note in the Secretary Cash Book all electronic deposits received by individual name, amount and purpose of payment. The same process that is followed when funds are received by check or cash from members shall be followed when making entries for electronic payments.

Notes:

It is of the utmost importance that chapter funds are held securely by the officers in whose charge they are placed. Therefore, be careful in the selection of a platform for the purpose of receiving electronic payments. The chapter secretary is responsible for the receiving of all chapter funds, therefore, it is the responsibility of the secretary to oversee all electronic transactions.

napter No		1	Chapter Rece	eipts	Date: Receipt No				
Date	Name	Cash	Checks	Electronic		Total	Purpose		
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	Secretary Summary of	Date:
Chapter No	Chapter Receipts	Receipt No.
<u> </u>		

11/4/2025 Smith, Samantha	Date	Name	Cash	С	hecks	Ele	ectronic		Total	Purpose
Watson, Bill	11/4/2025	Smith, Samantha				\$	20.00	\$	20.00	-
11/12/2025 Brown, Patricia \$ 35.20 \$ 35.20 Dues, Dime 11/14/2025 Kinsey, Barbara \$ 35.20 \$ 35.20 Dues, Dime Kinsey, Thomas \$ 20.00 \$ 20.00 Luncheon Kinsey, Thomas \$ 35.20 \$ 35.20 Dues, Dime Kinsey, Thomas \$ 20.00 \$ 20.00 Luncheon 11/17/2025 Parks, Cynthia \$ 35.20 \$ 35.20 Dues, Dime Moody, Dawn \$ 20.00 \$ 20.00 Luncheon Rush, Frances \$ 20.00 \$ 20.00 Luncheon Rush, Frances \$ 35.20 \$ 35.20 Dues, Dime Davis, June \$ 35.20 \$ 35.20 Initiation Fee Silver Drill \$ 24.00 \$ 24.00 \$ 24.00 Happy Days							35.20		35.20	Dues, Dime
11/14/2025 Kinsey, Barbara \$ 35.20 \$ 35.20 Dues, Dime Kinsey, Barbara \$ 20.00 \$ 20.00 Luncheon Kinsey, Thomas \$ 35.20 \$ 35.20 Dues, Dime Kinsey, Thomas \$ 20.00 \$ 20.00 Luncheon 11/17/2025 Parks, Cynthia \$ 35.20 \$ 35.20 Dues, Dime Moody, Dawn \$ 20.00 \$ 20.00 Luncheon Rush, Frances \$ 20.00 \$ 20.00 Luncheon Rush, Frances \$ 35.20 \$ 35.20 Dues, Dime Davis, June \$ 35.00 \$ 35.00 Initiation Fee Silver Drill \$ 24.00 \$ 24.00 \$ 18.00 Happy Days	11/12/2025	Brown, Patricia				\$	35.20		35.20	Dues, Dime
Kinsey, Barbara \$ 20.00 \$ 20.00 Luncheon Kinsey, Thomas \$ 35.20 \$ 35.20 Dues, Dime Kinsey, Thomas \$ 20.00 \$ 20.00 Luncheon 11/17/2025 Parks, Cynthia \$ 35.20 \$ 35.20 Dues, Dime Moody, Dawn \$ 20.00 \$ 20.00 Luncheon Rush, Frances \$ 20.00 \$ 20.00 Luncheon Rush, Frances \$ 35.20 \$ 35.20 Dues, Dime Davis, June \$ 35.00 \$ 35.00 Initiation Fee Silver Drill \$ 24.00 \$ 24.00 \$ 18.00 Happy Days						\$	35.20		35.20	Dues, Dime
Kinsey, Thomas \$ 20.00 \$ 20.00 Luncheon 11/17/2025 Parks, Cynthia \$ 35.20 \$ 35.20 Dues, Dime Moody, Dawn \$ 20.00 \$ 20.00 Luncheon Rush, Frances \$ 20.00 \$ 20.00 Luncheon Rush, Frances \$ 35.20 \$ 35.20 Dues, Dime Davis, June \$ 35.00 \$ 35.00 Initiation Fee Silver Drill \$ 24.00 \$ 24.00 \$ 18.00 Happy Days		Kinsey, Barbara				\$	20.00		20.00	Luncheon
11/17/2025 Parks, Cynthia \$ 35.20 \$ 35.20 Dues, Dime Moody, Dawn \$ 20.00 \$ 20.00 Luncheon Rush, Frances \$ 20.00 \$ 20.00 Luncheon Rush, Frances \$ 35.20 \$ 35.20 Dues, Dime Davis, June \$ 35.00 \$ 35.00 Initiation Fee Silver Drill \$ 24.00 \$ 24.00 Happy Days		Kinsey, Thomas				\$	35.20	\$	35.20	Dues, Dime
Moody, Dawn \$ 20.00 \$ 20.00 Luncheon Rush, Frances \$ 20.00 \$ 20.00 Luncheon Rush, Frances \$ 35.20 \$ 35.20 Dues, Dime Davis, June \$ 35.00 \$ 35.00 Initiation Fee Silver Drill \$ 24.00 \$ 24.00 Silver Drill Happy Days \$ 18.00 \$ 18.00 Happy Days		Kinsey, Thomas				\$	20.00	\$	20.00	Luncheon
Rush, Frances \$ 20.00 \$ 20.00 Luncheon Rush, Frances \$ 35.20 \$ 35.20 Dues, Dime Davis, June \$ 35.00 \$ 35.00 Initiation Fee Silver Drill \$ 24.00 \$ 24.00 Silver Drill Happy Days \$ 18.00 \$ 18.00 Happy Days	11/17/2025	Parks, Cynthia		\$	35.20			\$	35.20	Dues, Dime
Rush, Frances \$ 35.20 \$ 35.20 Dues, Dime Davis, June \$ 35.00 \$ 100 <		Moody, Dawn		\$	20.00			\$	20.00	Luncheon
Davis, June		Rush, Frances	\$ 20.00					\$	20.00	Luncheon
Silver Drill \$ 24.00 \$ 24.00 Silver Drill		Rush, Frances	\$ 35.20					\$	35.20	Dues, Dime
Happy Days \$ 18.00 \$ 18.00 Happy Days		Davis, June		\$	35.00			\$	35.00	Initiation Fee
Happy Days \$ 18.00 \$ 18.00 Happy Days										
		Silver Drill	\$ 24.00					\$	24.00	Silver Drill
11/17/2025 Total \$ 97.20 \$ 90.20 \$ 200.80 \$ 388.20		Happy Days	\$ 18.00					\$	18.00	Happy Days
11/17/2025 Total \$ 97.20 \$ 90.20 \$ 200.80 \$ 388.20										
	11/17/2025	Total	\$ 97.20	\$	90.20	\$	200.80	\$	388.20	
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COMPLETE TOP OF FORM - CHAPTER NAME, NUMBER, DATE OF STATED MEETING, RECEIPT NUMBER							
	Secretary Summary of	Date:					
Chapter No	Chapter Receipts	Receipt No					