



PIKE *Finances*

House corporations, just like fraternity chapters or a Fortune 500 company, are a business. In running a business, when it comes to financial matters you need multiple sets of eyes and a workload spread out across several people. One person doing everything can lead to burnout, oversights, or worst of all, fraud and/or embezzlement. To help new and existing house corporations with their financial matters, Pi Kappa Alpha has developed a list of best practices that are intended to help a house corporation run their finances in an effective and protected manner:

- Dual Signatures on Checks
Dual signatures give the house corporation a checks and balances system. Using dual signatures ensures that more than one person is comfortable spending the dollar amount that the check is made out to be, as well as allows multiple people to know where the money is going and what it is for.
- 2 or More Reviewers of Monthly Bank Statements
Having at least one member of the house corporation plus the treasurer look at the monthly bank statements is an effective way to ensure the house corporation is financially stable and how much money the house corporation has available.
- 2 or More Officers Having Access to Online Banking and/or OmegaFi
Having at least one member of the house corporation plus the treasurer with access to the online bank account is an effective way to ensure there are multiple eyes on all facets of the house corporation's financial records.

The online accounting payable platform recommended by the Fraternity for house corporations is OmegaFi Bill Pay. House corporations have the option to have their own Bill Pay account set up with OmegaFi at no cost. This is recommended because this allows for the convenient transfer of funds from the chapter's Bill Pay account into the house corporation's Bill Pay account, provides transparency of house corporation funds among its officers, tracks vendors, allows for dual approval of all invoices before payment, and also allows for an easier tax-filing at year end.

- Semi-Annual Audit
It is recommended that the house corporation have an internal audit at the six-month mark, then an outsourced audit at the 12-month mark. This ensures complete accuracy of financial records. If feasible, an independent audit each year by a professional firm is also recommended.
- IRS Compliance
File your required annual tax report by November 15th of every year.

The above is intended to provide the house corporation with general information and suggestions for improvement. It is not a directive and is not intended to direct the house corporation in any manner. A house corporation is not required to use or implement this information or suggestions. The decision on whether or how to use this information is solely that of the house corporation.