

## **AKA-ZUO/YDF Assessment Task Force Report**

**For Presented to ZUO Chapter on September 12<sup>th</sup> /YDF Board on September 14<sup>th</sup>**

The AKA-ZUO/YDF Assessment Task Force Committee was tasked with evaluating the structure of the chapter/foundation annual fundraiser(s) and assessments.

Committee members were asked to review the YDF budgets (2018 and 2019) and financial reports to develop an understanding of the fiscal reporting and budgeting process and make recommendations on how we should accurately reflect revenue/ticket sales, member assessments and foundation revenue.

### **Timeline:**

- Preliminary recommendations vetted with Finance team and Bylaws Committee in early August.
- Make recommendations to the AKA/ZUO E-Board and YDF Board on August 24<sup>th</sup> (i.e., bylaw amendment, fiscal procedure, standing rule, etc.)
- Present to AKA-ZUO Chapter on September 12<sup>th</sup>
- Present to YDF Annual Meeting in September (date TBD)

**Task Force Members:** Gladys Cummings, Rennair Baker, Delphinia Davis, Rita Wesley, Bettye Newsome, Shauna McAllister and Manitia Moultrie

**Meeting dates:** June 11<sup>th</sup>, June 25<sup>th</sup>, July 9<sup>th</sup>, July 23<sup>rd</sup>, Aug 13<sup>th</sup>

After reviewing the discussion points and the results of polling various chapters on their assessment and definition of financial obligations – the following comments are offered for consideration (which will become effective during FY 2021-22):

- ***Given the poor support of the fundraisers – is the assessment amount high enough?***
  - No recommendation to increase the foundation assessment amount.  
*The committee acknowledged that this should be revisited annually to confirm that the recommendations are implemented and result in an improvement to the budgeting and fundraising process.*

***Members should acknowledge that fundraisers are used to raise funds for programs and scholarships and should not be used as a “means to an end” to meet assessments.***

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- *Initially the \$200 assessment was to replace the Fashion Fair...need to support fundraiser(s) AND assessment.*
- Sorors should be required to “fully support” all chapter fundraisers. A bylaw amendment will be proposed to more accurately define “fully support” and require all members to “purchase a minimum number of tickets (not credited toward the annual assessment) as recommended by the Finance/Fundraiser Committee”. Members that do not meet this requirement cannot sponsor new members.
- ***Are we adequately quantifying the use (and credit) from fundraiser ticket sales in lieu of paying assessments.***
- ***How do we determine how much of each ticket is credited towards the member assessment?***
- ***Should we evaluate each fundraiser and recommend an amount that would credit member assessments based on the “profit” potentially realized from each ticket?***
- The Finance/Fundraising Committee should evaluate **each** fundraiser to 1) better define the budget and anticipated profit and 2) identify the minimum number of tickets that each member is required to sell for **each** fundraiser and 3) identify **if and how the fundraiser** can be used to meet the annual assessment requirements or **if additional tickets can be sold to offset the assessment.**
- ***Should we establish protocols which limit the donation of ticket sales to other members?***

**2018**

105 members  
9 no assessment (golden sorors)  
**96 Eligible members**  
34 paid assessment only  
44 received help from others  
18 purchased event tickets (HN or HD)

**2019**

107 members  
11 no assessment – golden sorors  
**96 Eligible members**  
24 assessment only  
48 received help from other  
24 purchased event tickets (HN or (HD)

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- ***In 2018 if sorors did not “donate” ticket sales – 44 sorors (48 sorors in 2019) would have been required to fulfill their assessment requirement which would have netted additional revenue (profit) ~ \$7,855 (~ \$8,640 in 2019). Fundraisers are used to raise funds for programs and scholarships and should not be used as a “means to an end” to meet assessments.***
  - A member can receive **up to \$100** from a soror from the sale of tickets to meet her assessment.
  - A member can only receive a donation to meet assessment one time in three years from the sale of tickets from fundraisers.
  
- ***How do we address the members that do not pay for or return unsold tickets.***
  - It is recommended that members that do not return tickets by (date designated by Finance Committee) be required to pay for unsold tickets to satisfy financial obligations. If unpaid – the member will not be in good financial standing. (Need to identify how to monitor this for online ticket sales).