

Report of Annual Financial Review

Bryan Hartzell
Director of Chapter Services
The Fraternity of Phi Gamma Delta
International Headquarters
P.O. Box 4599
Lexington, Kentucky 40544-4599

Date _____

School _____

This will certify that the requirement of Section 19.103 regarding a review of the chapter's financial records has been met according to competent financial procedures, and that the records of the chapter treasurer are correct and in proper form.

Exceptions, if any, are noted as follows (if none, so indicate):

() NONE

() EXCEPTIONS: _____

(If more space is needed attach additional pages)

Signature of person reviewing financial records of Chapter/Colony

Firm, Organization, or Office of Fraternity

Address

Address

PRINT ALL INFORMATION, EXCEPT SIGNATURE LINE

(Please see reverse for further information)

Section 19.103 of the Bylaws of the Fraternity reads that "each undergraduate chapter shall cause its financial records to be audited by a competent accountant * or to be subjected to a competent independent outside financial review at least once in each collegiate year, with such audit or review to be as of the end of such chapter's fiscal year."

The financial review should include an inspection of the chapter's financial records, reviewing the Annual Financial Report (Form E) and analyzing the upcoming year's final budget (Form I). The individual conducting the review should verify the work done by the chapter treasurer. A properly completed review will eliminate financial errors from being carried over to the next fiscal year.

Please complete and return this statement to the International Headquarters by **October 31st**. If a separate review statement is prepared, attach a copy and mail it with this form

* If a Certified Public Accountant is not available or affordable to the chapter, a competent and knowledgeable member of the Board of Chapter Advisors, House Corporation, or local graduate may examine the financial records and then sign the "Report of Annual Financial Review."