Regional Chapter Finance Guide

Account Types at a Glance

Account	Where It Appears	Primary Use	Update Cadence
Gift Account	BYU Account Balance in AlumniTools	Replenishment grants. Donations submitted through give.byu.edu are deposited here.	Monthly
BYU-held Operating Account	BYU operating account balance in AlumniTools	Chapter operating funds for chapters with limited transactions and no need for real-time balance visibility.	Quarterly
DFCU Operating Account	Desert First Credit Union	Chapter operating funds for chapters with frequent transactions, reimbursements, and local finance management needs.	Real-time through DFCU
Endowment Account	Endowment Fair Market Value in AlumniTools	Invested endowment principal for chapters with at least $75,000 to contribute.	Annually
Endowment Payout	Endowment Available in AlumniTools	Distributed endowment funds available for replenishment grants.	Annually

Gift Account

All regional chapters have a gift account. This account is listed as "BYU Account Balance" in AlumniTools and is updated monthly. Donations submitted through give.byu.edu are deposited into this account.

Funds in the gift account are reserved for replenishment grants. These funds should not be used for day-to-day chapter operations.

Operating Accounts

Regional chapters manage operating funds in one of two ways: through a BYU-held operating account or through a Desert First Credit Union account. The right option depends on transaction volume, balance visibility needs, and whether the chapter has an assigned person managing finances.

Option 1: Hold Operating Funds at BYU

This option works best when the chapter processes a small number of transactions each year and does not need real-time balance visibility. BYU-held operating balances are updated quarterly.

Ways to Add Funds

Eventbrite revenue

Ticket revenue will be transferred into the chapter's BYU account through the AlumniTools Eventbrite request process.

Direct bank wire

Alumni may contribute operational funds through a direct bank wire. These contributions are not tax-deductible. Chapters must notify the Alumni Relations Manager in advance and include the transfer amount.

Wire details: https://byu.box.com/s/cchlqcbs3gdv0aicfhfz1sisorv0bzh1

Mailed check

Alumni may contribute operational funds by mailed check. These contributions are not tax-deductible.

- Make checks payable to: BYU Alumni Association
- Include the chapter name in the memo line
- Mail to: BYU Alumni Relations, Attn: Joy Weller, 701 E University Pkwy, 276 HC, Provo, UT 84602
- Notify the Alumni Relations Manager when the check is sent

Sponsorships

A sponsorship is not a donation or gift. It is typically tied to marketing or advertising and may cover production costs or provide financial gain for the promoter. This arrangement is permitted in non-tithing-based entities such as Athletics and BYU Broadcasting.

All sponsorships must align with university policy and guidelines. Questions about sponsorships should be directed to the Advancement Vice President's Office. For more information, visit https://fundraising.byu.edu/.

Spending from a BYU-held Operating Account

Chapters must have sufficient operating funds before making purchases. Chapter leadership must approve all chapter purchases. Department credit cards outside BYU Alumni Relations may never be used.

Purchase Method A: Reimbursement

Reimbursement is the preferred method for purchases under $2,500. A chapter leader may pay upfront and request reimbursement. The chapter chair must submit the reimbursement request **within 15 days of purchase**.

- Maximum standard reimbursement: $2,500
- Reimbursement processing typically takes 3-4 weeks
- Chapters may never reimburse a BYU campus sponsor or any BYU employee
- Failure to follow reimbursement requirements may result in denial

To request reimbursement fill out the form using this link:
https://alumnitools.byu.edu/dashboardlinks/chapterreimbursement/reimburse.cfm

To fill out this form you will need the following information about the person needing the reimbursement:

- Full name
- Email address
- Phone number
- Mailing address
- Overview description of the purchases and associated event
- Total reimbursement amount
- Itemized receipts with a description and date of purchase for each

Purchase Method B: BYU Alumni Credit Card

The BYU Alumni credit card is the preferred payment method for purchases over $2,500. The Alumni Relations Office may process payment using a BYU credit card.

To initiate a payment, email the Alumni Relations Manager with:

- Purchase amount
- Description of the purchase
- Name of the associated event

The vendor must email an invoice or provide an online payment option. After payment, confirmation will be provided. An itemized receipt must be retained.

Purchases over $3,500 require three competitive quotes and a short explanation of why the selected quote was chosen. Requests involving purchases over $3,500 must be submitted for approval before purchase

Option 2: Open a Desert First Credit Union Account

A DFCU account works best for chapters that run frequent events, process recurring transactions or reimbursements, need immediate access to funds, and have an assigned person managing chapter finances.

Requirements to Open a DFCU Account

- A plan for an initial transaction within four weeks of opening the account
- A plan for using the DFCU account in connection with chapter events
- At least two signers on the account
- No signers can be related
- Full name and email address for each signer

Requirements to Keep a DFCU Account Open

1. Signers must complete the DocuSign forms and reply to the BYU team confirming completion.
2. The initial transaction must occur within four weeks after the chapter receives the DFCU welcome email.
3. The account must have periodic transactions.
4. If the account has no transactions for 18 months, it will be closed and the remaining funds will be moved to the chapter's BYU operating account.
5. When a signer leaves chapter leadership, the chapter must provide the full name and email address of the replacement signer so BYU can update access.

Optional Accounts

Endowment Account

An endowment account can be created for a chapter with at least $75,000 to contribute as endowment principal. These funds are invested and cannot be withdrawn once contributed. This account is listed as "Endowment Fair Market Value" in AlumniTools.

Endowment Payout

The endowment payout account shows the amount distributed from the endowment. These funds are available for replenishment grants and are listed as "Endowment Available" in AlumniTools.