



## *Oceania Frequently Asked Questions*

1. ***How do I learn how to use the Reporting Intranet?*** Please refer to the Reporting Intranet Resources:

[Reporting Intranet Guide \(PDF\)](#)

[Tutorials \(videos\)](#)

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Faculty advisors – Email [bap@bap.org](mailto:bap@bap.org) for access. Officers, email your advisor.

2. ***What are the Reporting Intranet Deadlines?***

- Beginning of the Year – June 15th – Oceania Region
- If award seeking, Mid-Year report – August 15th
- End of Year & Final Reporting for all Chapter Activities– December 15<sup>th</sup> for Oceania Region. A \$100 fine (U.S. dollars) will be imposed if submitted after Dec 15th.

3. ***What fees are due on June 15th?*** The \$300 Chapter Maintenance fee (U.S. dollars) is due by June 15th as part of the Beginning of the Year report. The maintenance fee will increase to \$350 (U.S. dollars) after June 15th. The maintenance fee is waived while the chapter is in the petitioning phase.

4. ***When are candidate fees due?*** The candidate fees are due within 60 days from when they are entered into the Reporting Intranet.

5. ***How do we make payments to the Executive Office?*** Payments may be made by credit card or by wire or bank transfer. If making a wire or interbank transfer from

chapter to EO – Transfer the correct funds including extra for bank charges in US dollars. Once transferred, send an email to [bap@bap.org](mailto:bap@bap.org) with the transfer information stating who the transfer was from, the purpose of the transfer and the receipt received from the bank documenting the transfer with amount, time, and date. You may pay chapter dues online by credit card through the Reporting Intranet. Under Reporting and Membership, Generate Dues invoice, then select each record that you are paying.

**6. *How do we receive payments from the Executive Office?*** Payments may be received through bank or wire transfer. Email your wire information to [bap@bap.org](mailto:bap@bap.org). Our system does not maintain that information, so we need to send it to our Accounts Payable team each time a payment is made. The Executive Office will reach out to you each year to verify your wire information. If you are a new chapter or have not been paid in 12 months, you will need to complete the W8-BEN-E [here](#) for our supplier setup process. All payments are in U.S. dollars unless otherwise requested.

**7. *When is the best time to enter Candidates into the Reporting Intranet?*** After your chapter has collected the \$65 fee.

**8. *What do we need to do to get the membership certificates?***

- Collect the \$65 fee (U.S. dollars) for each new candidate.
- Add a new record for each candidate into the Reporting Intranet.
- Remit payment to the Executive Office for each record by credit card (in the Reporting Intranet) or by bank transfer or wire.
- In the Reporting Intranet, move the record from the Active Candidate folder to the Submit for Initiation folder with the correct initiation date (make sure to check spelling as the certificates will print each name as it is listed in the Reporting Intranet system).
- The Executive Office will generate a report, print the certificates, move the records from the Submit for Initiation folder to the Active Members folder, and will send the certificates to the attention of your faculty advisor per the address on the chapter profile screen. Please allow up to four weeks for delivery and confirm that you have requested certificates by emailing [bap@bap.org](mailto:bap@bap.org).

9. ***What is the Beginning Of Year Report?*** Think of this as a temperature check. It's where you list a plan for the year of 6 professional activities, 1 service activity, and 3 Reaching Out Activities. Verify that the Chapter Profile is current, upload chapter bylaws if there have been changes since the previous year, and pay the chapter maintenance fee of \$300 U.S. dollars by June 15<sup>th</sup>. Note that the chapter maintenance fee is not due while in the petitioning phase.

10. ***What is the Mid-Year Report?*** The Mid-Year Report is for US and Oceania chapters who are seeking award status (Distinguished or Superior) and is due by August 15<sup>th</sup> for Oceania. To complete the report, make sure to enter all fall candidates and chapter activities between January 1st and August 1st into the Reporting Intranet and check off the items on the Mid-Year Report screen in the Reporting Intranet.

11. ***What is the End of Year Report?*** The End of Year Report is due by December 15<sup>th</sup>. Enter all candidates and members and activities. Verify that all chapter reporting is complete. Oceania chapters should include an auditor's report if gross receipts exceed \$100K U.S. dollars. The auditor's report should be signed off on by an audit staff member who is independent of the chapter. Financial statements should include all information required by BAP but must also meet Australian or New Zealand financial statement format and content. **The faculty advisor must sign off on the End of Year report.**