2017-18 CSO FINANCIAL REQUIREMENTS

Beginning in FY19, all CSOs will be required to maintain financial accountability through:

- Maintaining an up-to-date budget template and equipment inventory
- Complete Event Evaluation Forms for qualifying events
- Meeting with a member of the Finance Committee, if requested
- Attending all other mandatory meetings as detailed below

I. Budget templates and Equipment Inventory
   a. Templates are available on the SGA website Finance page.
      i. Groups will need to fill in the appropriate areas for items funded, amount allocated, and amount spent on the first page
      ii. Groups will need to track pieces of durable equipment they have purchased
   b. While required for all line items funded with the Student Activity Fee during Annual Funding, groups are encouraged to use the provided template to track all expenditures and equipment purchases.
   c. This template, including the equipment inventory section, will be turned in during the Annual Funding process.

II. Event Evaluation Forms
   a. For events that received more than $500 of Student Activity Fee funding, an event evaluation form must be completed within 2 weeks of the event occurring
   b. Groups will receive an email containing the Form and any necessary instructions

III. Meetings with the Finance Committee
   a. CSO Treasurers or other executive board members are required to meet with a member of the Finance Committee, if requested.
      i. Meetings may be to address issues of financial accountability or for random audits of CSOs.

IV. Mandatory Meetings
   a. All CSOs are required to send the appropriate members to the following events
      i. Leaders of the Pack (President and Treasurer)
      ii. Leadership Transitions (Incoming and Outgoing President)
      iii. Annual Funding Kick-Off (Incoming and Outgoing President and Treasurer)

Groups that fail to fulfill any or all of the above mentioned Financial Requirements may not be eligible for Annual Funding and/or Appeals per the discretion of the VP of Finance and the Finance Committee.