



**STUDENT GOVERNMENT
ASSOCIATION**
OFFICE OF THE VICE PRESIDENT OF FINANCE

KATLYN MARTIN | sga.finance@slu.edu

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.