



**STUDENT GOVERNMENT
ASSOCIATION**
SAINT LOUIS UNIVERSITY

2018-2019 CSO FINANCIAL REQUIREMENTS

PUJA PATEL | SGA.FINANCE@SLU.EDU
VICE PRESIDENT OF FINANCE

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

- Maintaining an up-to-date internal budget 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
- Completing a Conference Evaluation Form for qualifying conferences

I. Budget templates and Equipment Inventory

- a. Sample 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 or equivalent, including the equipment inventory section, will be turned in during the Annual Funding process.
- d. Equipment inventory should include all equipment in possession of the CSO regardless of the fiscal year it was purchased in.

II. Event Evaluation Forms

- a. For events that received \$250 or more 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.
- b. 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 be eligible for financial repercussions per the discretion of the VP of Finance and the Finance Committee.

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