

**2016 Student Organization Audit**

**Introduction**

The Finance Commission reserves the right to investigate all funding allocated from the Student Activity Fee. If it is determined that there has been inappropriate use, the organization will be subject to disciplinary action by Student Government and University administration. Inappropriate use of the Student Activity Fee can result in funding ineligibility for the remainder of the year in question and the following fiscal year.

It is strongly recommended that organizations keep accurate records of all financial activity, especially funds allocated through Student Government.

**Selection of Organizations**

The only organizations that will be audited are Tier II organizations. The selection will be done by the Assistant Finance Commissioner and will consist of a random selection of one-fourth of the current student organizations.

**Required Documents/Material**

The selected organizations will have to submit financial documents from the past six months (August through January) to the Student Government Finance Office. Requested financial documents may include, but is not limited to, the following:

* Bank statements
* Copy of checkbook ledger
* Explanation of debit card uses
* Signature card from bank (or similar documentation)
* Inventory report from competitive organizations

These finance documents are only required if applicable to the corresponding student organization.

**Deadline and Penalties**

Deadline for all of the required documents will be **Friday, March 11th, 2016 at 5pm.**

Failure to meet the deadline will lead to the following disciplinary procedures:

**Warning:** If the organization does not meet requirements within two weeks from deadline.

**Loss of a CSO status:** Requirements not met after two weeks of deadline.

**Temporary probation of funding:** No contact from organization or requirements turned in after six weeks from deadline. Funding will be reinstated once organization talks with Student Government Finance and explains reasoning of missed deadline. Requirements still need to be met or funding will not be reinstated and no further requests can be made until audit is resolved.

**Review Process**

The following are items that will be looked for during the audit in the required documents:

Direct paper trail- meaning that the income and expenses match up with receipts given to Student Government and/or reimbursement checks to the organization.

Matching expenses with reimbursements from Student Government- the bank statements reflect deposits and withdrawals that are reasonable for the organization.

Related purchases- checks/card use that seems germane to the organization (i.e. buying footballs for the football club) and other expenses for general operation.

If the Assistant Executive Commissioner of Finance finds anything suspicious in the requirements, he/she will contact the organization to meet for clarification.

After review by the Assistant Executive Commissioner of Finance, any disciplinary actions or corrective measures must be brought before the Audit Appeals Board to review the recommended actions.

**Appeal Process**

If the Assistant Executive Commissioner of Finance recommends disciplinary action after reviewing a student organization, the organization can appeal to the Audit Appeals Board.

The Audit Appeals Board will only be established to resolve any issues from auditing.

Members of the Audit Appeals Board shall be:

1. senate-appointed member from CSO commission,
2. senate-appointed member from Finance commission,
3. member appointed by the Student Senate,
4. at-large (2 CSO and 2 Finance) commissioners from respective commissions,

The Executive Commissioner of CSO shall serve as the chair and non-voting member, except in the cases of ties.

The Assistant Executive Commissioner of Finance shall be a non-voting, ex-officio member of the Board.

All members will be voting members, except the Executive Commissioner of CSO and Assistant Executive Commissioner of Finance.

The Audit Appeals Board will follow the latest edition of *Robert’s Rules of Order Newly Revised,* whenever appropriate.

The Assistant Executive Commissioner of Finance will schedule meetings with any organizations that need to be reviewed.

The Audit Appeals Board will vote to approve or deny the recommendation as presented by the Assistant Executive Commissioner of Finance.

The organization being reviewed may appeal the decision of the Audit Appeals Board through Student Court.

**Please attach all required documents (see above), fill out the following information, and return to the Student Government office by March 11th at 5pm.**

Student Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact email address: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If non-competitive, please evaluate your most recent conference. On a scale 1-5, 1 meaning strongly disagree and 5 meaning strong agree, rate each of the following statements:

Scale (1-5)

|  |  |
| --- | --- |
| The conference was beneficial to the members of my organization. |  |
| The conference was directly related to the mission of the organization. |  |
| We received adequate funding from Student Government for this conference. |  |
| The process for receiving funding from Student Government was easy to understand |  |

Comments:

Write a 1-3 sentence description of your club/organization.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club/Organization All Inventory Report

If your club has no inventory, please check this box.

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| --- | --- | --- | --- |
| **Equipment/Supply List (Itemized)** | **Estimated Purchase Date** | **Condition** | **Additional Information** |
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**As an organization leader and preparer of this audit packet, I conclude that the information I provided is accurate and complete to the best of my knowledge. (Please sign and date this submission)**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

**Reviewed by Assistant Executive Commissioner of Finance:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**