



Student Organization Treasurers

Resources

- [Student agency account check request](#)
- [Vendor certification](#)
- [Affidavit for lost receipts](#)
- [Carry forward application](#)
- [Deposit form](#)
- [Supplemental funding application](#)
- [OSA student organization financial information](#)
- [Fundraising activity ideas](#)
- [Possible funding sources](#)
- [Take the Lead](#)
- [Emerging Leaders](#)
- [Dragon tidbits:](#)
- [Student Leader of the Month nomination form](#)
- [Student Organization Advisor of the Month nomination form](#)
- [Student Organization of the Month nomination form](#)
- [Student Organization Advisory Committee \(SOAC\)](#)
- [Student Activity Budget Committee \(SABC\)](#)
- [MSUM Committees](#)
- [Annual Student Organization Registration](#)

Responsibilities

- Collaborate with the student organization president and advisor in preparing a detailed budget.
 - Be aware of deadlines and application procedures found on the [Office of Student Activities](#) (OSA) homepage.
 - Your budget planning should take into account: any existing or carry forward balances, national or local chapter dues, supplies and materials needed, activity expenses, and anticipated fundraising revenues and expenditures.
 - The Student Activity Budget Committee (SABC) expects that you will have detailed and specific information for each event's costs. Prior to submitting a budget request you should gather at least two quotes for each requested item.
- Keep in contact with the Activities Business Manager in the OSA.
- Attend the mandatory treasurer meeting in the fall.
- Ensure that all expenses are within the budget allocated.
- Set annual fundraising goals and coordinate the student organization's [fundraising activities](#).
- Collect cash, checks, and any funds raised (including member dues).
 - Deposit any money as soon as possible.
- Maintain a detailed and accurate record of deposits.
 - Specify membership dues.
 - Identify donors and or events where the money has come from instead of simply stating "deposit."
- Pay all bills immediately.
 - Maintain a file of all bill and receipt copies.
- Balance the account each month with the account statement. Resolve any discrepancies immediately.

Suggestions

- Announce the current balance of the organization account(s) at each meeting.
- *Keep separate bookkeeping records for each activity or event, especially if you are organizing more than one at a time.*
- Be well organized.
- Research [possible funding sources](#) through grants, money through the OSA, fundraising activities, and possible donations.
- Attend [Take the Lead](#) sessions.
- Attend [Leading the Way](#) sessions.
- Attend the [Annual Student Organization Assembly](#) in the fall.
- Nominate for [Student Organization Advisor](#), [Student Leader](#), and [Student Organization of the Month](#) through the OSA.
- Join a committee.
 - [Student Organization Advisory Committee \(SOAC\)](#)
 - [Student Activity Budget Committee \(SABC\)](#)
 - [Other MSUM committees](#)