TREASURER TRANSFER CHECKLIST

In an effort to ease the transition between officers in organizations that are receiving SGA supplemental funding, we have created a treasurer transfer checklist. We hope that it assists your transition. If the incoming officer would like to schedule a meeting to discuss funding for your organization, please contact Katherine Taylor at 742-3631 or katherine.r.taylor@ttu.edu. You may keep this form within your organization. A copy does not need to be submitted to SGA.

___________________________________      ____________________
Organization Name       Date

___________________________________     ____________________
Outgoing Treasurer      Organization Mail Stop

___________________________________
Incoming Treasurer

___________________________________     ____________________
Organization Advisor       Phone #

☐ Meet with Advisor
☐ Transfer Organizational Account Information
☐ Fiscal Year 2019 SGA Budget Allocation Amount
  o To utilize org must be currently registered and in good standing for risk management & SGA funding training
    ▪ Deadlines to complete the three requirements are:
      • October 31, 2018 or forfeit 1/3 of allocated funding
      • December 5, 2018 or forfeit an additional 1/3 of allocated funding
      • February 28, 2019 or forfeit the remaining 1/3 of allocated funding

☐ Registration and Risk Management are coordinated through the Center for Campus Life (2nd floor of the SUB)
☐ SGA Funding is coordinated through Student Government (3rd floor of the SUB)
☐ Fiscal Year 2019 Total Expenditures
☐ Update “Administrator” and “Officer” categories in OrgSync (instructions to do this are on the SGA website)
☐ Reimbursement/Payment Request Deadlines
  o Fall Deadline December 5, 2018
  o Spring Deadline: May 7, 2019
  o Summer (Final) Deadline, August 7, 2019

All reimbursement/payment requests must be turned in by the stated deadlines. There will be no exceptions.

☐ Transfer all receipts for organizational expenditures
☐ FY20 Funding Application Process (three steps: Application, Funding Contract, Sign up for Interview) - Submitted via TechConnect
  o Follow the Step-by-Step Instructions provided on the Funding Overview & Funding Process pages of the SGA Website to guide you through this process
  o Budget Application & Funding Contract Due without penalty – December 5, 2018 by 5:00 p.m.
  o Budget Application & Funding Contract Final Deadline (with 20% penalty) – January 18, 2019 by 5:00 p.m.
    ▪ Check status of funding application process by viewing the “Funding Application Process Tracking” spreadsheet on the Funding Process page of the SGA Website (http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/FundingProcess.php)
    ▪ NO APPLICATIONS/FUNDING CONTRACTS WILL BE ACCEPTED AFTER THIS DATE
  o Funding Interview Sign up Deadline without penalty – January 18, 2019 by 5:00 p.m.
  o Funding Interview Sign up Final Deadline (with 20% penalty) – January 25, 2019
    ▪ NO ORGANIZATION MAY SIGN UP AFTER THIS DATE
  o Funding Interviews will be held January 28, 2019 through February 8, 2019
    ▪ Check in with SGA (SUB room 302)
    ▪ confirm scheduled interview by viewing the “Funding Interview Schedule” spreadsheet on the Funding Process page of the SGA Website (http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/FundingProcess.php)
  o After the 3rd/final Reading of the Bill of Appropriations, it will be uploaded on the SGA website (http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/OrgAllocationHistory.php) (under FY20) – April 2018

Outgoing Treasurer Signature                        Incoming Treasurer Signature