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 events’ 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)
  MSUM Committees
  Annual Student Organization Registration