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 Teresa Davis at 742-3631 or teresa.y.davis@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 Budget Allocation Amount
	+ 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, 2020 or forfeit 1/3 of allocated funding
			* December 4, 2020 or forfeit the remaining 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 2020 Total Expenditures
* Reimbursement/Payment Request Deadlines
	+ Summer (Final) Deadline, August 1, 2021

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

* Transfer all receipts for organizational expenditures
* FY22 Funding Application Process (three steps: Application, Funding Contract, Sign up for Interview) - Submitted via TechConnect)
	+ Follow the Step-by-Step Instructions provided on the Funding Overview & Funding Process pages of the SGA Website to guide you through this process
	+ Budget Application & Funding Contract Due without penalty – December 4, 2020 by 5:00 p.m.
	+ Budget Application & Funding Contract Final Deadline (with 20% penalty) – January 16, 2021 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
	+ Funding Interview Sign up Deadline without penalty – January 20, 2021 by 5:00 p.m.
	+ Funding Interview Sign up Final Deadline (with 20% penalty) – January 27, 2021
		- NO ORGANIZATION MAY SIGN UP AFTER THIS DATE
	+ Funding Interviews will be held January 28, 2021 through February 7, 2021
		- *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>)
	+ 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 FY22) – August 2022

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

Outgoing Treasurer Signature Incoming Treasurer Signature