

Treasurer's Contract

I agree to assume financial responsibility for my organization's transactions and operations. By undertaking financial responsibility for the indicated student organization, I agree to adhere to the guidelines established by the Student Finance Committee ("the Committee") and the Treasurer of the Activity Fund ("the Treasurer"). Regarding accurate record-keeping and communication, the Committee and Treasurer stipulate the following:

1. Semesterly Treasurer Trainings and Student Finance Committee Meetings

a. I will attend a minimum of 2 required Treasurer Training workshops per semester in addition to the initial Treasurer Training event at the start of each semester.

i. I understand that the 2 required treasurer training workshops are the responsibilities of an already active treasurer and do not replace the Treasurer Training events hosted by the Treasurer in conjunction with the Committee and Student Union Services. ii. I will stay abreast on the policies and guidelines set forth by the Committee and

enforced by the Treasurer. b. I will schedule and attend a minimum of 2 semesterly meetings with a member of the

Committee.

i. In my semesterly meetings with a member of the Committee, I will be prepared to discuss:

1. My organization's spending up to the date of the meeting
2. Future events that my organization is planning and the associated expenses
3. My organization's operation and membership
4. The success of past events
5. Organizational goals
6. Past deviations and intended deviations in expenditures from my organization's allocation

2. Form Handling

a. I will obtain and submit adequate Proof of Payment Documents for all transactions made by or on behalf of my organization. The stipulations for proof of payment documents are set forth by the Treasurer and Oberlin College's Controller.

i. All proof of payment documents that I submit will include each item and the corresponding cost listed individually. I am aware that the proof of payment must be original receipts from the vendor. ii. All proof of payment documents intended to reimburse an individual must

include the last four digits of the account or card used in the transaction. If the payment was made by check, I will include a copy of the canceled check with my proof of payment documents.

1. I will ensure that the name associated with the account, card, or check matches the payee indicated on the reimbursement form. 2. If a payment is made in cash I will indicate that clearly when requesting

a reimbursement. b. All transactions that I make with my organization's Activity Fund allocation, I will make with forms retrieved from the Office of the Student Treasurer, located in Wilder 316.

i. I will also ensure that forms are returned to their proper destinations, discussed at the semesterly treasurer training events. ii. I will pick up and return all forms for my organization.

c. I understand that it is my responsibility to maintain and track forms to ensure completion of all transactions entered into by my organization. d. I agree to manage and track all expenses incurred by my organization.

i. I will maintain up-to-date records on the spending my organization has done. ii. I agree to have an active role in budgeting for all future events. iii. I will ensure that spending does not deviate from the budget assigned to my

organization without sufficient informing the Committee of the deviation. iv. I will ensure that the sum total of all of my organization's expenses will not

exceed my organization's allocation. e. I agree to complete each form meticulously and entirely to ensure the accuracy of the information I have provided.

i. I assume responsibility for delayed or incomplete payments that result from improperly completed or incomplete forms. Any forms missing pertinent information will be held in the Treasurer's office as a problem form until I submit the necessary information to process the form. ii. I will follow-up on all problem form notifications from the Treasurer's office

within a two-week window of the notification. iii. I will collect the carbon copies of submitted forms for my organization's records. iv. I will submit forms 2 - 3 weeks prior to the required transaction date.

3. Calendar Updates

a. For each program my organization plans to host, I will submit an event to the

Committees' events calendar. I will indicate the name, description, time, location, and ticketing/registration requirements of the event in my calendar submission. b. Subsequent to each event, I will submit an event review to the Committee that discusses

the success of the event. I will include pertinent statistics including, but not limited to, total ticket distribution, attendance, operational difficulties, disruptive behavior, unanticipated costs or issues, and attendee sentiment at the event.

i. I assume responsibility for the accuracy of the information provided in the event submissions and reviews. Moreover, I acknowledge that penalties for inaccurate reporting can include, but are not limited to, restriction or repossession of my organization funds and assuming personal liability for expenditure associated with the event in question.

4. Nondiscrimination

a. I will ensure that funds allocated to my organization are disseminated in a nondiscriminatory manner. I will not allow my organization's allocation to be deployed in a manner that intentionally isolates or excludes individuals on the basis of race, gender, gender expression of identity, ability, religion, culture, sexual orientation, ethnic group, political orientation, or employment.

i. I reserve the right to host internal programming for the benefit of members of my organization, provided student-body members have equal opportunity to join my organization. ii. Given that my organizational charter sanctions cultural or identity-based programming, I reserve the right to host programming that prioritizes the populations specified in the mission or my organizational charter. b. I will prevent circumspect decisions, which stagnate my organization's offerings or

membership

i. I understand my responsibility to incorporate an array of interests into my organization's internal allocation strategy and ensure opportunities to incorporate ideas from new or potential members. ii. If programming reasonably relates to the mission outlined in my organization's

charter, I will work with the event's organizer to seek short-term funding options to host the event. Furthermore, I will work with the individual to incorporate the new programming into the recurring programming offered by my organization. **5. Allocation and Repossession**

a. Each student's contribution to the Activity Fund ensures that they are able to participate in the programs hosted using Activity Fund allocations. I understand that my organization's charter does not guarantee an allocation from the Activity Fund. While my organization's charter ensures my eligibility for the Spring Budgeting and Ad Hoc processes, I acknowledge the allocation that each chartered organization receives is determined at the discretion of the Committee.

i. If I receive an allocation that I believe to be unfair, biased, or otherwise arbitrary, I reserve the right to appeal the decision to the Committee or to Student Senate. b. I endorse the Committee's right to repossess any and all of my organization's remaining allocation given that I have permitted the misuse of my organization's Activity Fund allocation without sufficient explanation about the deviation from the Committee-approved budget.

By typing my full name in the box below, I acknowledge that I agree to be personally liable for the funds in my organizational account. I am aware that the Treasurer and the Assistant Treasurer of the SFC have the right to implement all necessary strategies to collect any funds spent without compliance to the policies set forth by the Office of the Student Treasurer, Student Finance Committee, or Oberlin College Administration -- including but not limited to, charging noncompliant expenditures to my term bill through Student Accounts. I also certify that I am responsible for maintaining accurate and up-to-date records of my organization's transactions. I assume financial responsibility for the payment of guests and vendors with whom my organization has entered a transaction, as well as any forms processed for my organization through the Office of the Student Treasurer.

Full Name

Organization Numbers