

NOVA SOUTHEASTERN UNIVERSITY TREASURER PROCEDURES

TREASURER TRANSITION AND TRAINING

1. Outgoing Treasurer: Make sure all receipts have been submitted to Student Activities and Leadership Development and recorded in organization statement.
2. Outgoing Treasurer: Make sure all transactions are recorded in the organization ledger and are up to date. The ledger should reconcile to the account statement.
3. Outgoing Treasurer: Schedule a transition meeting with the incoming treasurer.
4. Outgoing Treasurer: Complete section 1 and review with incoming president and incoming treasurer.
5. After reviewing the organization ledger and account statement with incoming officers, the outgoing treasurer and incoming treasurer must complete and sign section 2.
6. Submit completed form to the Office of Student Activities & Leadership Development.

SECTION 1: YEAR END TREASURER REPORT FORM

(To be completed by outgoing treasurer and reviewed with Incoming President and Treasurer)

REPORT DATE → _____

↓ Name of Organization ↓

| | | | |
|--|------|----|--|
| Beginning Balance on Hand (beg. Of year) | Date | \$ | |
| Total Funds Deposited (year-to-date) | | \$ | |
| Total Spent (year-to-date) | | \$ | |
| Current Ending Balance | Date | \$ | |

SECTION 2: YEAR END TRANSITION SIGN-OFF

(Complete and submit to Office of Student Activities & Leadership Development by March 28)

| | | |
|--|------------------------------------|---------------------------------|
| Outgoing Treasurer (Print Name) | Incoming Treasurer (Print Name) | Account Analyst (Print Name) |
| (Signature) | (Signature) | (Signature) |
| Phone | Phone | Date Submitted |
| NSU Email | NSU Email | |
| TREASURER TRAINING | | |
| (To be completed after treasurer training by Student Activities & Leadership Development) | | |
| Date | Incoming Treasurer Signature | Account Analyst Signature |
| | | |