

Financial Records Information Form for Fall and Winter Terms 20____
Clubs/Organizations
Burman University

Club Name: _____ **Advisor:** _____

Date (Re-)Registered: _____ Approximate number of club members: _____

Are there club dues? No Yes If yes, please indicate amount per member: _____ Will there be guest speaker charges? _____

Are there plans for fundraising or ticket sales this year? No Yes If yes, please explain purpose and plan:

Financial Statements need to be sent to: _____
(Name of Advisor or Club VP Finance or both)

Please Note: A \$200 deposit will be made to the club's account once all paperwork is completed and approved. Please ensure that the club budgets for and pays for all club related costs incurred by the advisor (a volunteer position) including, but not limited to, mileage, admission fees, meals, etc.

GL Account Numbers:

SS Funding	921626 - _____	General Expense	695100 - _____
Donation Income (RRU)	531006 - _____	Fundraising Expense	695152 - _____
Fundraising Income	531900 - _____	Credit for Dist Exp No Markup	999900 - _____
General Income	583990 - _____	Club To/(From) AF	999999 - _____

Required Signatures:

 (Signature of Club President)

 (Signature of Club VP Finance)

 (Signature of Club Advisor)

 (Signature of VP Student Services for Burman)

 (Signature of VP Finance for Burman to confirm setup of accounts)

I/we acknowledge the establishment of this club and accept responsibility for insuring a positive financial operation. I/we understand that all monies must be deposited into and spent from the club's accounts as listed above; that the annual funding from Burman University to any club shall not exceed \$200.00; and that cheque/cash requests that cause the club's account to be overdrawn will not be processed by the university college.