Finance & Operation Resources

For those wanting more resources to help manage their organization’s affairs, or those wanting to improve their professional workspace, feel free to utilize any of the templates below. **They can be found in this drive.**

Financial Handbook	This handbook is intended to guide student groups managing finances - including grants, bank accounts, financial audits, fiscal year budgets, etc. It also has account information for student groups at a variety of banks.
Operating Budget Template	This budget template is intended to guide student groups managing an annual budget. It tracks expenses, income, profit, and loss all within an excel sheet - programmed with functions to make it user-friendly.
Attendance Tracking	This attendance tracking template is intended to help student groups keep track of individuals at their events, meetings, and other initiatives.
Event Budget Template	This event budget template is intended to help student groups manage funds for a single-event.
Petty Cash Log Template	This petty cash log template is intended to help student groups keep track of their cash flow throughout the year, broken up into monthly trackers on one excel sheet.
Sponsorship Confirmation Template	This sponsorship confirmation template is intended to guide student groups looking to partner with other organizations. It is formatted as a contract between the club and the partner, with details of the agreement.

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