Once you have received funding (see the Student Leadership Handbook, the Department of Student Activities, or the Student Union for ideas on how to secure funding, how to fundraise, etc.), it’s important to know how to manage your finances! Here are some tips that can help:

- **COMMUNICATE BUDGET** – Whether we like it or not, we are sometimes limited to what we can do or provide based on our financial situation. Once the Finance Board has made decisions, you will need to work with your organization to create priorities and adjust your goals and vision to fit your budget. Remember, if there are goals that overlap with another groups’ vision, they might be interested in co-sponsoring! An important part of managing your budget is getting your group invested and knowledgeable about all of your financial decisions!

- **TRACKING INCOME & EXPENSES** - It is your group’s responsibility to track all income and expenses. Do not rely on the Union Treasurer or Finance Board members to have the information for you! Remember that when you show responsibility for money, you tend to get more!

- **MANAGING MONEY AT EVENTS** – When planning an event or program, it is important that you remember that tracking income and expenses for the program as well as security for that money is extremely important! If you are collecting money at the door, use a cash box (Student Activities has one that you can borrow!). A person should be assigned to that cashbox for the entire event time. When you are finished collecting funds, put income in a SECURE location. The Shapiro Campus Center Building Supervisor can place the money in a safe until the next business day. Do NOT keep money in your residence hall, office, or car! If necessary, ask a Campus Police officer to escort you to your destination to provide a safe environment for yourself! The Department of Student Activities has created the Club and Organization Event Accounting Form to can assist you in tracking income and expenses at your events.

- **KNOW YOUR RESOURCES** - There are several people on campus that can serve as resources for you! Be sure to talk to the Department of Student Activities, the Student Union Treasurer, and the Finance Board when searching for funding. The Department of Student Activities staff can also assist in managing funds, fundraising, and other financial issues.

*Taken from the Leadership Resource Center at Grand Valley State University.*