This document is intended for the outgoing treasurer to fill out and to be passed on to the incoming treasurer. This document should be included in transition documents and should be sent to Student Activities by emailing it to carrolluniversitysa@gmail.com. Both officers shall sign at the end of the document.

**Roles and Responsibilities:**

How do you process Treasurer responsibilities, what is your timeline (filling out paperwork)?

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What goals did you have as Treasurer?

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Which goals should be continued?

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Describe your orgs fundraising efforts?

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What issues did you face as Treasurer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What tips for success do you have regarding budget requests, budget hearings, and audits?

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Before the end of the year, work with the current treasurer to…

* **Provide examples of how you kept track of your organization’s budget**
* **Look over budget spreadsheet for next year**
* **Have current Treasurer go over important documents provided by Student Senate**

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Outgoing Treasurer Signature Incoming Treasurer Signature Date