

Treasure Tips

As treasure it is important to stay on top of the clubs finances. **Providing a weekly update to your organization and a monthly update of your clubs accounts to Student Life is the minimum.**

The following spreadsheets will help you track your clubs account. As you use the spreadsheets be sure to double check that your equations are working correctly, especially after adding new lines or columns. Feel free to use which ever option you prefer and contact student life if you need excel training or assistance.

Option 1-

This spreadsheet gives you the option to work with your club on an annual budget and then track how closely you are adhering to that budget. Cost and Revenue is tracked in the same column and is differentiated by color as well as parentheses.

Option 2-

In this sheet Expenses and Deposits are separated out. This will not allow you to match current finances to the budget your club created, but maybe less confusing for first time treasurers.