

Executive Report | Treasurer - Christian Forrester | 2016

Treasurer,

Congratulations on your new role as Treasurer of the Student Government for the 2016-2017 school year. I've learned a lot in my time as treasurer, and want to share a few tips and suggestions with you for your upcoming role:

- Start early; I will send you my current documents that I have for the current year to better help you prepare. These will include a general ledger, a budget example, and an FRF example.
- Create an "Allotted" and "Processed" document next to the general ledger that will serve as a reminder of what you have allotted money to on Senate, and more specifically Grants and Scholarships recipients. The processed column will represent what you add to the general ledger, items that have been processed and sent to Laura through FRFs.
- Increase retreat budgets based on the current senate body, allot around \$10 per person.
- Going along with the 2nd bullet point, do not add any items to the general ledger until they have FRFs sent for them. In the mindset of Allotted and Processed, take allotted things from the budget, and take allotted things from the general ledger, just to hit that nail on the head again.
- Don't freak out, I freaked out, don't freak out. Contact me at jcf4548@truman.edu if you need any help, and don't hesitate to go to Laura as well. I encourage biweekly meetings with Laura as well, try to set those up at the beginning of the year.

Goodnight and good luck,

Christian