**Name of Student Organization:**

**Name of Student Org’s President:**

**Email: Phone:**

**Name of Student Org’s Treasurer:**

**Email: Phone:**

**FALL SPRING Year: Report accurate as of:**

**Creighton Federal Account #: Current Balance:**

|  |  |
| --- | --- |
| **Beginning Balance1** | **$** |
| **Total Revenue2** | **$** |
| GSG Allocation2 | $ |
| Other Revenue Sources2 | $ |
| **Total Expenses3** | **$** |
| **Ending Balance4** | **$** |

1 Should be the same as the ending balance of last report submitted by your government

2 Total Revenue should equal GSG Allocation plus Other revenue sources

3 Since last report was submitted by your government

4 Should equal the total of the Beginning Balance and Total Revenue minus Total Expenses

|  |  |
| --- | --- |
| Total Funds supported by original, itemized receipts | $ |
| Total Funds unsupported by receipts | $ |

**By initialing below, you indicate that you have included the following:**

An account log detailing every transaction beginning at the end date of the last report submitted by your organization and ending with the end date of the current report

Original, itemized receipts for each transaction listed in the account log

*Please refer to GSG Funding Policies for details on proper receipts*

An updated budget showing actual expenses

A list of any other revenue received by your organization and the ways in which it was spent

*Note: If your report includes items not paid for with GSG funds, you must include this*

Explanations for significant deviations from the budget that was submitted at the beginning of the semester

If applicable, I have fully disclosed any and all Funding Policy violations committed by my organization

*This report and all of its required components must be submitted by the last Monday of November in the fall semester and the last Monday of April in the spring semester. Failure to submit the report by this time will forfeit your organization’s ability to receive funding the following semester and/or result in additional consequences set by the Executive Committee including reduced funding in the future. Before submitting this report, please review the GSG Funding Policies. They can be found at* [*www.creighton.edu/gsg*](http://www.creighton.edu/gsg)*. If any of these policies have been violated, please disclose them and provide explanations.*

By signing below, I certify that all figures and receipts in this report are accurate, to the best of my knowledge.

**Representative Date Moderator Date**

*OFFICE USE ONLY*

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Treasurer’s Initials: \_\_\_\_\_\_\_\_\_\_\_\_

Revised 6/7/13