



End of Semester Report

Graduate Student Organization

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 Balance ¹	\$
Total Revenue ²	\$
GSG Allocation ²	\$
Other Revenue Sources ²	\$
Total Expenses ³	\$
Ending Balance ⁴	\$

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. 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

Date Received: _____	OFFICE USE ONLY
	Treasurer's Initials: _____
	Revised 6/7/13