

Individual Club Auditing Process  
Undergraduate Student Government Association  
Financial Board



Worcester Polytechnic Institute  
Undergraduate Student Government Association

Amended:  
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## TITLE 1. SUMMARY

The individual club auditing process lays the ground rules and provides instructions for the individual club audit. It is an objective overview of the club's financial records that produces an overall grade based on several categories outlined in the Grading System section. Senators follow the process by setting up a meeting with their constituent club, meeting with the treasurer or representative, and then completing follow-up steps.

## TITLE 2. GRADING SYSTEM

The grading system is divided into three main areas of grading: Preparation, Logical Organization, Budgeting, and Funding Requests. From there, the areas are divided into subcategories. The categories are given a point value: A = 3.1 - 4, B = 2.1 - 3.0, C = 1.1 - 2.0, NR = < 1. After all categories have been graded, the average of the values is calculated, and using the values above, an overall grade is determined.

Grade	Description
A	Club is well prepared for the club audit meeting, has logical organization, shows extensive financial documentation, and can easily transfer records and documents to a new executive board.
B	Club is fairly prepared for the club audit meeting, has somewhat logical organization, shows most financial documentation, and is able to transfer records and documents to a new executive board, with little to no difficulty.
C	Club is poorly prepared for the club audit meeting, has little organization, shows little financial documentation, and has trouble transferring records to a new executive board.
NR	Club is not prepared for the club audit meeting, has no organization, cannot find any documents, and is unable to transfer records to a new executive board.

## TITLE 3. PROCEDURE

### ARTICLE I. PLANNING AND PREPARATION

Senators communicate with a club assigned. The senator will email the club about the prospective club audit, providing information regarding the senator's responsibility, the procedure, and contact information for further questions. The senator will emphasize that the club audit is an objective view of Club's financial status which will be used to recommend future improvements on individual fiscal responsibility. Below is a sample email to use as first contact.

#### Sample Email

Hi [Club Name],

I am a senator in the Undergraduate Student Government and have been assigned to you as your current constituent for [insert terms]. Currently, SGA is undergoing the process of analyzing the expenditures and fiscal responsibility of all clubs on campus. This is a process where senators look closely toward your club documents and estimate how fiscally responsible the organization has been in the past year, and if any improvements can be made.

Please have the following items prepared:

- The past 2 years of budgets for your organization. If you do not have these available, please reach out to us and we can provide them for you.
- Funding request forms within the past year, and the breakdowns for the specific funding requests. If you do not have these, please reach out to us and we can provide them for you.
- Any relevant receipts or records for the current fiscal year

Please let me know when you are available to meet.

If any questions feel free to reach out to [sgafrachair@wpi.edu](mailto:sgafrachair@wpi.edu).

Best,

[Senator Name]

Senator, Student Government Association

After initial communication, the senator will schedule a meeting that works for both parties. The senator will provide details as to the expectations for the club during the scheduled meeting. Following is a list of potential documents that would be asked for.

- Past two (2) years of budgets and funding request forms from within the current fiscal year
- Other miscellaneous receipts and records for the current fiscal year

Ideally, clubs will have these documents readily available for the meeting. SGA will have available the budgeting and financial portals if a treasurer cannot find their budget.

## ARTICLE II. MEETING

Once both the senator and treasurer arrive to the meeting, first the senator will ask a series of questions as well as follow-up questions if the answers are unclear. Senators will note these answers for future recommendation purposes. If a club does not know the answer to a question, the senator should ask where they think they could potentially find the answer to there question (if applicable).

### Discussion Questions

1. How are your financial documents currently organized?
2. Do you keep a record of your funding requests, and to what extent and where?
3. Do you keep a record of receipts pertaining to club spending, and to what extent?
4. How comfortable are you currently using Workday? Have you attended a Workday training? What do you currently have issues with, if any?
5. On a scale of 1 to 10 how would you rate yourself on your knowledge of SGA bylaws and rules of thumb and why?
6. On a scale of 1 to 10 how would you rate yourself on the following SAO policies and procedure and why?
  - a. Contracts
  - b. Speakers
  - c. Fundraising
  - d. Travel
  - e. Gift Cards
  - f. Publicity
7. What events has your club had this year?
8. Has your club fundraised at all during the past two fiscal years?
9. Do you approve purchases before they are made?
10. Student organizations are not eligible for outside bank accounts, does you club have any bank accounts outside of the university?
11. Do you receive any funds from the Graduate Student Government or other outside sources? If so please give any sources or examples.
12. To your best estimate, how much of your current budget is spent in one year?
13. What is the biggest issue you are currently facing as the treasurer of this club?

Based off of these questions and the documents provided, the senator will then determine the amount of points to award for Background Knowledge and Organization.

### Background Knowledge Rubric

Points	Description
4	Club shows confident knowledge of treasurer duties and responsibilities,

	and if unsure of a question can quickly find where the answer may be.
3	Club shows an average knowledge of treasurer duties and responsibilities, and if unsure of a question can quickly find where the answer may be.
2	Club has some knowledge of treasurer duties and responsibilities, and may have some difficulty or is unaware as to where to find an answer.
1	Club has limited knowledge of treasurer duties and responsibilities, and often has difficulty or is unaware as to where to find an answer

### Organization Rubric

Points	Description
4	Club keeps digital/physical documents kept in folders with name tags in it (such as Google Drive folders). The documents are kept in chronological order and the folders are organized in some way (ex. numerically, alphabetically, etc.)
3	Documents inside may be somewhat disorganized but, they are kept organized in folders under categories.
2	Documents are in some order that could benefit from feedback.
1	Documents have no organization.

## ARTICLE III. BUDGET AND FUNDING REQUEST ANALYSIS

After everything has been collected from the interview and meeting with the club's treasurer, senators will be given the current budget and funding requests either by the FRA chair or the club treasurer themselves. With these documents, analysis of both will be done.

### Budget Analysis

For the budget analysis portion, the senators are required to look into the club's budget for the past two years. While looking at them, these senators must note any particular issues (good or bad) in the budgets (Ex: un-descriptive line items, well-structured budget, etc.). It is important to analyze all the events to make sure that they follow the SGA bylaws and fit the purpose of the club. If a club was not able to submit a budget within the past two years, this section can be omitted.

The senator will give a grade as well as a detailed explanation as to why.

Points	Description
4	Club's budget has specific details describing each item, as well as unit costs. For example, prizes for an event are broken down into the specific items being purchased.
3	Club's budget has some details describing each item. For example, an event has a line item dedicated to just prizes, but does not detail what prizes they intend on buying.
2	Club's budget has little detail describing each item. For example, an event has a single line-item for it's entire cost.
1	Club's budget is very difficult to understand,

### Funding Request Analysis

For the funding request portion, the group of senators need to look at all of the club's funding requests, including denied ones. While going over the breakdowns of these funding requests, the senators must note any good or bad issues, such as un-descriptive breakdowns of costs or a request that does not fit the purpose of the club. Finally, it is important to certify that the funding requests fit the purpose of the club. If a club has not submitted any funding requests in the past two years, this section can be omitted.

The senator will give a grade and give an explanation as to why within their response.

Points	Description
4	Club has documents or records for all funding requests within the last year, including total approved amount, breakdown of funds, date requested, total actually spent, and receipts of purchase.
3	Club has documents for some funding requests and some detail ,described above.
2	Club has documents for few funding requests and little detail.
1	Club has no record of any funding requests.

#### ARTICLE IV. BUDGET EXPENDITURE

As part of the FRA Chair's duties and access, they are able to look and analyze the past and current expenditures of all clubs on campus. Using the procedure outlined in the "Fiscal Expenditure Grading System" (see separate document), the FRA chair will analyze the budget and expenditures based on how much of the fiscal year has been completed, and determine a grade based on the set numbers for each financial category.



## TITLE 4. RECOMMENDATIONS AND FOLLOW-UP

As part of the final step of the process, the senators will determine a grade of all of their portions based on the grading system detailed above. From there, the senators on the team will either meet with the FRA Chair and discuss or digitally submit their findings. After doing so, the FRA or selected persons will draft an email with the specific recommendations for the particular club. The email should include a survey for the clubs' treasurers to fill out discussing the process and their opinions of it.