



Brandeis University

Office of the Treasurer
Student Union Government
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TO: All Club Leaders

FROM: Choon Woo Ha, Student Union Treasurer

SUBJECT: Unspent Funds from the F-Board Allocations

DATE: Wednesday, March 5, 2008

Over the past few days, Presidents and/or Treasurers of most chartered clubs received an e-mail from a Deputy Treasurer or an Assistant Treasurer regarding the amount of money left in the Finance Board Allocations Fund for Spring 2008 semester.

More than ever, the Student Union Government is moving to a phase in which it is trying its best to ensure that clubs spend their money in order to avoid accumulation of unspent funds at the end of a semester.

Over the next few days, the Office of the Treasurer will be reaching out to many of you individually. I have identified 4 categories of clubs:

- *Clubs that have already spent 100% of allocated funds (will not be contacted)*
- *Clubs with a low-level of problems/concerns (will most likely be contacted by my assistants)*
- *Clubs with a medium-level of problems/concerns (will most likely be invited to my office hours)*
- *Clubs with a high-level of troubling signs and/or of concerns (will most likely be asked to set-up a meeting with me)*

Please stay tuned for a contact from us.

Thank you for your cooperation.