



Brandeis University

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TO: All Club Leaders

FROM: Choon Woo Ha, Student Union Treasurer

SUBJECT: Finance-Related Schedule – March 2008 ~ September 2008

DATE: Sunday, March 16, 2008

I am happy to inform you regarding finance-related schedules from March 2008 ~ September 2008. In order to view the PDF file, please follow the instructions:

- Go to www.thetreasurer.org/news.htm
- Click on the link that says: "Finance-Related Schedule (March ~ September 2008)"

The PDF file contains many important dates, so please review it carefully. Please note that information in the PDF file is subject to change, in which case you will be notified through this e-mailing list right away.

Some of the immediate key dates are as follows:

- Last Emergency Request Meetings: Wednesday, March 19, 2008 (this coming Wednesday)
- Annual Budget Request for Secured Organizations (Early April 2008)
- Fall 2008 Early Marathon for chartered clubs (Mid-April 2008: MONEY TO BE SPENT FROM JULY ~ SEPTEMBER 2008 ONLY).
- The last day to drop-off all finance-related transactions: Wednesday, April 30, 2008. Please e-mail me with any concerns.

For Secured Organization leaders, please start drafting your budget for the entire fiscal year 2008 ~ 2009. For chartered club leaders, please start planning your expenditures from July 2008 ~ September 2008.

Fall 2008 Regular Marathon, which will be held in September 2008, will be for money to be spent from October ~ the end of Fall 2008 semester. Due to budgeting issues, expenditure schedule difference for Fall 2008 Early & Regular Marathons will be followed strictly. Therefore, please plan accordingly.

Please e-mail me with any questions.

OFFICE OF THE TREASURER & FINANCE BOARD
 STUDENT UNION GOVERNMENT
 BRANDEIS UNIVERSITY
 (TIMELINE FROM MARCH ~ SEPTEMBER)

www.thetreasurer.org

2008

TIMELINE

	- JANUARY -							- FEBRUARY -							- MARCH -							- APRIL -						
	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S
<u>Spring 2008</u>		1	2	3	4	5	6					1	2	3						1	2		1	2	3	4	5	6
Election	7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
Annual Secured Org. Budget	14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
Annual Club Sports Funding	21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
Early Marathon	28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
Appeal Request															31													
	- MAY -							- JUNE -							- JULY -							- AUGUST -						
	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S
<u>Fall 2008</u>				1	2	3	4						1		1	2	3	4	5	6					1	2	3	
Info Sessions	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
Regular Marathon	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
Appeal Request	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
	26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
	- SEPTEMBER -							- OCTOBER -							- NOVEMBER -							- DECEMBER -						
	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S
	1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
	29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

March 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 ER Meeting	6	7	8
9	10	11	12 ER Meeting	13	14	15
16	17	18	19 THE LAST ER Meeting	20	21	22
23	24	25	26	27	28	29
30 Election: Primary Round	31		<u>Late March ~ Early April</u> CLUB SPORTS FUNDING			

April 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Late March ~ Early April CLUB SPORTS FUNDING		1 Election: Final Round	2	3	4	5
6	7 FINANCE BOARD MEMBERS TRAINING SESSIONS		9	10 ANNUAL BUDGET REQUEST SECURED ORGANIZATIONS		11
13	14 FALL 2008 EARLY MARATHON		16	17 FALL 2008 EARLY MARATHON DECISION MAKING PROCESS		18 DECISIONS PUBLIC
20	21	22	23	24	25	26
Passover and Spring Recess						
27	28 FALL 2008 EARLY APPEAL REQUEST MEETINGS		30 Last Day of Class DECISIONS PUBLIC & THE LAST DAY FOR FINANCIAL TRANSACTIONS			

May 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Study Day	2 Final Exam Begins	3
4	5	6	7	8	9	10
	FINAL EXAM PERIOD					
11	12	13	14	15	16	17
	FINAL WRAP-UP FOR TREASURER					
18 Commencement	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
TREASURY PERSONNEL TRAINING				First Day of Class		
31						

September 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 MANDATORY INFO SESSIONS	2 MANDATORY INFO SESSIONS	3	4	5	6
7	8 FALL 2008 REGULAR MARATHON	9 FALL 2008 REGULAR MARATHON	10 FALL 2008 REGULAR MARATHON	11	12	13
14	15 FALL 2008 REGULAR MARATHON DECISION MAKING PROCESS	16 FALL 2008 REGULAR MARATHON DECISION MAKING PROCESS	17 DECISIONS PUBLIC	18	19	20
21	22 FALL 2008 REGULAR APPEAL REQUEST MEETINGS	23 AR MEETINGS DECISIONS	24 DECISIONS PUBLIC	25	26	27
28	29	30				