



# Brandeis University

Office of the Treasurer  
Student Union Government  
MS 216, 415 South Street  
Waltham, Massachusetts 02454-9110

781-736-3711 Phone  
781-736-3761 Fax

**TO:** All Club Leaders

**FROM:** Choon Woo Ha, Student Union Treasurer

**SUBJECT:** Finance Survey

**DATE:** Monday, March 24, 2008

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I present to you a finance survey for all club leaders to participate.

The survey contains 30 questions. These questions are being asked to gather responses from club leaders who know pros and cons of the current system. Your responses will be used to make the financial affairs much more effective and efficient.

The survey can be filled out by clicking the following link:  
[http://my.brandeis.edu/survsimp/one?survey\\_id=3431](http://my.brandeis.edu/survsimp/one?survey_id=3431)

The survey will close at 11:59 pm on Monday, March 31, 2008. Please take 30 minutes of your time and answer those 30 questions as thorough as possible.

Thank you.



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This is a survey for club leaders regarding all finance-related matters. It is extremely important that club leaders provide thorough responses. Responses to this survey will be used to improve the current financial affairs. (Conducted in April 2008)

*Items marked with a red asterisk are required. If you want to save a partially finished survey, just click the 'Save Form for Later' button at the end. If this is a long survey, please save frequently and use the save for later function before submitting. If you submit with a required field left blank, it will return an error and your browser might not store the values you entered.*

1. What is your name? \*
2. What is the name of your club/organization? \*
3. What is your position the club/organization? \*
4. Do you feel that the current check request system moves at a sufficient pace? Please explain.
5. After you drop of your club's finance forms in the Student Union Office, how many business days do you think is acceptable before you get your refund check?
6. How helpful is the Treasurer's Manual? Please list any comments regarding the Manual.
7. Currently, the Office of the Treasurer provides club leaders with a Treasurer's Manual, Sample Forms, a CORI Package, a Quiz, and its Answer sheet which can all be downloaded from the Treasurer's website as well. Are there any additional documents or resources you would like the Office of the Treasurer to provide you for your reference and/or convenience? Please explain.
8. In the past, the only payment method was the conventional check writing system. Currently, we have the following payment methods: check writing, emergency checks, loans, Procurement Card (P-Card), and the official Student Union debit card linked to Bank of America. Do you feel that there are



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enough methods to make payments? If not, what other transaction methods would you like to see?

9. Currently, clubs that do not have their individual P-Cards can come to the office hours of the Treasurer and take advantage of his/her P-Card. Do you feel like you have enough access to the card?

10. If you answered NO to the previous question, please explain how we can improve the system.

11. What is your opinion on the procedures and logistics of using the Treasurer's P-Card during his/her office hours?

12. Many club leaders are not very familiar with the various forms they need to fill out. Additionally, most club leaders handwrite information on their forms. What would you like us to do so that you will have an easier time filling out forms?

13. PHYSICAL RESOURCES: The Student Union currently offers walkie-talkies, cash boxes, and a Costco card to club leaders. Are there any other club resources the Student Union should have to loan out to club leaders?

14. CLUB STORAGE SPACE: Does your club currently have a storage space provided by the University?\*



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15. CLUB STORAGE SPACE: If you answered "No" to the previous question, do you feel that your club needs a storage space for your club's properties?\*

CLUB STORAGE SPACE: If you answered "Yes" to the previous question, a) where does your club currently store its properties and b) what do you currently store?

CLUB STORAGE SPACE: If you answered "Yes" to question 14, do you feel that you have sufficient space to store all your properties?

16. CLUB STORAGE SPACE: What is your opinion on having 24-hour access to your club storage space?

17. CLUB STORAGE SPACE: Please choose all spaces which you would be willing to use for club storage space.

- East Quad Complex
- Massell Quad Complex
- North Quad Complex
- Shapiro Campus Center
- Village Quad Complex

18. CLUB STORAGE SPACE: If your club does not have its own storage space yet, how much space does your club need? Please be precise, including properties you wish to store and the total amount of space they require.

19. DEPOSIT: Do you feel that there are enough Office of the Treasurer office hours to accommodate people making deposits?



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20. DEPOSIT: Please explain if there are any improvements you would like to see to the deposit process.

21. WEBSITE: Is the Treasurer's website (www.thetreasurer.org) user-friendly?

22. WEBSITE: Please explain your answer to the previous question.

23. WEBSITE: Are there any resources or applications you would like us to add to the website?

24. WEBSITE: Please describe any other comments/concerns/suggestions that you have for the improvement of the website.

25. MANDATORY INFO SESSION: Do you feel that you learn enough information at the mandatory club leaders' information session at the beginning of each semester to properly handle your club's finances?\*

26. MANDATORY INFO SESSION: Please rate the usefulness of mandatory information session from 1 to 10 with 1 being the lowest value and 10 being the highest value.

27. MANDATORY INFO SESSION: How long do you think each information session should last?



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28. MANDATORY INFO SESSION: Generally, there are 3 ~ 5 information sessions offered each semester so that club leaders can choose the most convenient time for them. How many information sessions would you like the Student Union Government to provide?

29. MANDATORY INFO SESSION: Propose time slots that you think would allow the most club leaders to attend these info sessions(i.e.: 6 pm ~ 7 pm on weekdays except Friday).

30. ANYTHING ELSE YOU WOULD LIKE TO SAY? (If you would like to have this section delivered anonymously, please use the Feedback Application in <http://thetreasurer.org/home.htm>)\*