

Financial Review Checklist - February 2016



UNIVERSITY OF
SYDNEY UNION

This checklist is temporarily in place until Orion updates are made. Please check back with the C&S Office if you are submitting financial documents after February 2016.

Club: _____

Financial period: _____

Date received: _____

- Executive Declaration
- Cashbook has been completed/downloaded from *Orion* and reconciled (cross-checked) with bank statements so the bottom lines match
- Bank statements covering club's entire financial period
- Excel Cashbook uploaded to *Orion* or emailed to c.socs@usu.edu.au if your club is currently unregistered.
- Expenditure Support – Any invoices not previously attached to C&S Funding Forms
- Income Support – Any income received from non-members such as sponsorship agreements