



**Clark Undergraduate Student Council**  
Finance Committee

*Kelly Wynveen*  
Chair

*Salifu Kamara*  
*Jessie Smith*  
*Shomari Rose*  
Committee Members

*David LeBoeuf*  
Treasurer

**Clark Undergraduate Student Council**  
**Finance Committee**  
**Audit Report**  
**November 2009**

BUDGET COMMITTEE AUDIT REPORT  
November 2009

Student Council Bylaw 306, Sec 1 states:

The Finance Committee of the Student Council shall audit the financial records of all SAF funded organizations in November and February and report all improprieties to both the Student Council.

The main purpose of the audits is to ensure that student groups are spending their money appropriately and effectively. Certain groups were not included in the auditing process, such as special accounts seeing how non-students manage them. Newly formed groups were not included in the audits seeing how they are currently in their trial period and have not been granted account access.

**I. Student Groups Involved**

a. The following student groups were included in the audit:

All Kinds of Girls	Karate and Judo Club
American Red Cross of Clark University	Latin American Students Association
Amnesty International	Major Events Committee
Asian Culture Society	Multi-Cultural Product Marketing Club
Ballroom Dance Team and Club	Muslim Cultural Society
Best Buddies	Newman Association
Black Student Union	OPEN
Caesura Literacy Magazine	Outing Club
Campus Accountability Now!	Pasticcio
Candelas	Peaceworks
CARE –SURV Alliance	Philosophy Club
Caribbean African Students Association	Pool Club
Chamber Ensembles	Pub Entertainment Committee
CHOICES	Radio of Clark University
Christian Campus Ministry	Scarlet
Clark Bars	Science-Fiction People of Clark
Clark Musical Theater	South Asian Students Association
Clark Sustainability Initiative	STIR Magazine
Clark University Brothers and Sisters	Student Activities Board
Clark University Film Society	Student Alliance of Vegan/Vegetarian Youth
Clark Undergraduate Geography Association	Student Council
Clark University High School Partnership	Student Global AIDS Campaign
Clark University Players Society	Student Advocating Safe Choices
Clark University Students for Palestinian Rights	Students Taking Action Now: Darfur
Concert Choir	Tae Kwon Do
Counterpoints	TOPICS
Craft Studio	Track and Field
CU Beard Enthusiasts	Ultimate Frisbee
Dance Society	Unitarian Universalist Fellowship
Debate Society	Vagina Monologues
Democrats of Clark University	Variant Dance Troupe
Direct Action Learning Experience	Volleyball Club
Economics Society	VOX: Voices for Choices
EMS	Water Watch
Equestrian Club	Worcester Collegiate Christian Network
Hillel	Women’s Lacrosse
Hip Hop Collabo	
Ice Hockey Club	
International Students Association	
International Students Association-Gala	
Initial Advantage	
Jazz Workshop	

b. The following student groups do not receive SAF Funding:

- ACLU
- Amnesty International
- Baha 'i
- Clark Free Unix Users
- Clark Historical Society
- Clark University Ski and Snowboard
- Dead Poet's Society
- European Politics Society
- Invisible Children
- Kickboxing
- ONE Campus Challenge
- Peapod
- Pre-Law Society
- Social Entrepreneurship Club
- Undergraduate Psychology Committee
- UNICEF
- Youth Outreach Worcester

## II. Methods

a. Each student group included on the auditing process was notified that their accounts were to be examined in the following weeks on **November 5<sup>th</sup>, 2009**.

b. The accounts of the above student groups were examined and audited based on the following criteria:

- i. -Organizations, which have spent none of their annual budget
- ii. -Organizations, which have spent 25% or more of their budget on food
- iii. -Organizations, which have spent 40% or more of their budget on travel
- iv. -Organizations, which have spent over 50% of their total budget
- v. -Organizations, which have not yet received signing rights

b. The transactions of each account were examined on LINK, taking into mind pending transactions, and all of which were determined by the cutoff date of November 15, 2009. Any s pending made after this cutoff date was not taken into account.

c. If any group was found to have violated any of these criteria, which are also stated within Money Matters, they were contacted via email, on **November 15<sup>th</sup>, 2009** by a Finance Committee member and given over 48 hours to respond with an explanation as to why money was spent in this way. If groups applied for a waiver and provided reasoning as to why this should be so, the Finance Committee approved a waiver for that group with a 3/4<sup>th</sup> majority vote. If a waiver was granted, the group was contacted via email. If no response was received, another email was sent to those groups who were to be fined informing them of the upcoming Student Council meeting where we would be presenting the report.

d. Fees were determined in accordance to the Finance Committee internal procedures. If a group had not spent any of their annual budgets, a fee of 25% of their budget was made, seeing how it has been over a quarter into the school year at this point in time. The majority of fees made were due to this violation. Those groups who had not yet received signing rights had their budgets frozen.

### III. Findings

The following report shows the findings of the auditing process.

a. These groups have spent \$0 of the annual budget as of the writing of this report:

Ballroom Team and Club  
CUBE  
Campus Accountability Now!  
Craft Studio  
ISA-Gala  
LASO  
Peaceworks  
Philosophy Club  
Pistaccio  
Philosophy Club  
Pool club  
STIR  
Student Alliance of Vegan and Vegetarian Youth  
Tae Kwon Doe  
Track and Field  
Unitarian Universalists  
Vagina Monologues  
Volleyball  
Water Watch  
Women's Lacrosse

b. The following groups have spent 25% of more of their budget on food as of writing this report:

Asian Cultural Society  
Muslim Cultural Society

c. The following groups have spent 40% of more of their budget on travel as of writing this report:

OPEN

d. The following groups have spent over 50% of their budget as of writing this report:

CUPS  
Clark University Film Society  
Ice Hockey  
Karate Club  
Muslim Cultural Society  
Major Events Committee  
Outing Club  
Pub Entertainment Committee  
SASC

e. The following groups have NOT received official signing rights as of the writing of this report:

Craft Studio  
CU Beard Enthusiasts  
Major Event Committee  
Multi-Cultural Product Marketing Club  
Pasticcio  
Pool Club  
Water Watch  
Women's Lacrosse

#### **IV. Fees and Penalties**

**Clark University Beard Enthusiasts:** 25% of Budget and Frozen – None of budget spent/No signing rights  
CUBE has yet to spend any of their annual budget as of the writing of this report nor has anyone from the group received signing rights. Because of this, a 25% fee will be made on their account. With their annual budget being \$125, this will be a \$31.25 fine. Their account will also be frozen until signing rights are received. If they are not received by December 4<sup>th</sup>, 2009, an additional 10% fee will be made on their account.

**Major Events Committee:** Account Frozen and Balance Absorbed – No signing rights  
Major events Committee has spent over half of their budget as of writing this report. When contacted about this matter, clarification was made that the Fall Concert is MEC's main obligation. Since there is no plan to spend the rest of this money for the remainder of the school year, the remaining balance of MEC shall be taken by the Finance Committee and allocated elsewhere.

**Multi Cultural Marketing Club:** 10% fee by December 4<sup>th</sup>– No signing rights  
As of writing this report, signing rights have not been obtained by anyone in the Multi-Cultural Marketing Club. Although this group received a budget as of November 2009, they have had several opportunities to meet with CUSC Treasurer David LeBoeuf and have failed to do so. Their account will not be frozen because of the circumstance of this group and the new account just created. However, If signing rights have not been obtained by December 4<sup>th</sup>, 2009, a 10% fee will be made on their account.

**Pasticcio:** Freeze Budget, 10% fee by December 4<sup>th</sup> – nNo signing rights  
As of writing this report, Pasticcio has yet to obtain signing rights for their club, and therefore their account shall be frozen until someone from their group has gone through treasurers training. If this is not done by December 4<sup>th</sup>, 2009, a 10% fee will be made on their account.

**Philosophy:** 25% of Budget – none of budget spent  
As of writing this report, the Philosophy club has yet to spend any of their budget. No response has been made by this group when contacted about this matter. Because of this, a 25% fee will be placed, which with their annual allocated budget being \$300, this will be a \$75 fine.

**Pool Club:** Freeze Budget and 25% fee – non-existent  
As of this report, there is no contact information available for anyone involved with the Pool Club at Clark University. Because of this, their account shall be frozen. They have also not spent any of their annual budget, therefore a 25% fee will be made on their account. With their annual budget being \$500, this will be a \$125 fine. If no contact person is found by the time of February Audits, this group's budget will be taken and allocated elsewhere.

**Scarlet:** Freeze Budget and 10% fee by December 4<sup>th</sup>, 2009 – no signing rights  
Scarlet has yet to obtain signing rights for their club due to the absence of a member of Scarlet at treasurer's training. Their budget shall be frozen until treasure's training with CUSC Treasurer, David Leboeuf. They also have yet to pay many bills that are currently piling up. Once these things are taken care of, their account will be unfrozen. If this is not done before December 4<sup>th</sup>, 2009, a 10% fee will be made on their account.

**Water Watch:** Freeze Budget and 25% fine – Non-existent  
As of this report, there is no contact information available for anyone involved with the Water Watch at Clark University. Because of this, their account shall be frozen. They also have yet to spend any of their annual budget, therefore a 25% fee will be made on their account. With their annual budget being \$700,

this is a \$175 fine. If no contact person is found by the time of February Audits, this group's budget will be taken and allocated elsewhere.

**Women's Lacrosse:** 25% fee & Freeze Budget – None of budget spent, no signing rights

No response has been heard from the Women's Lacrosse as of the writing of this report. Because they have yet to spend any money for their budget, 25% of their budget shall be taken, as it states in Money Matters. With their annual budget being \$3,375, this will equal an \$843.75 fee.

## V. Waivers

Waivers were granted to the following groups based on the reasoning they provided.

**Asian Culture Society:** via email (11/17/09)

Asian Culture Society's main event has been the Moon Festival, which is an event solely dependent on the food cost. Their club treasurer has also been meeting with Mike McKenna since the start of the semester and is therefore granted a waiver.

**Ballroom:** via email (11/15/09)

Ballroom has lost funding from the Dean of Student office and therefore is using their budget to pay coaches and registration fees. These purchases are not currently reflected in LINK, but have been made.

**Campus Accountability Now!:** via email (11/17/09)

*"We have had two events and have made purchases for both. The purchases were for food and supplies. Some of the purchases we have receipts for, which we can bring in this week and put in for a check request."*

**Craft Studio:** via email (11/15/09)

*"I do huge ordering so that the Craft Studio is fully stocked and ready for the start of the fall semester. I will have to begin buying some supplies next week. If you look at past years, you will see that the Craft Studio usually does not bring to order new supplies until late November."*

**International Students Association-Gala:** via phone (11/15/09)

ISA's Gala is a very popular event that takes place during the Spring Semester. Because of the timing of this event, they have yet to spend any of their budget.

**Ice Hockey:** via in person (11/15/09)

Ice Hockey has spent over half of their budget due to the purchasing of uniforms, which are a necessary component of their club and therefore a large purchase which contributing to the reasoning why they have spent over half of their annual budget.

**Karate and Judo Club:** via email (11/17/09)

*"Karate Club only has two expenses, which are paid through the club—the tuition fee and the belt testing fee. Belt testing occurs at the end of each semester, and our tuition bill is also calculated near the end of the semester so as to give the most accurate calculations. We have just received our tuition invoice for this semester, so that bill should be coming through soon."*

**LASO:** via CUSC Treasurer (11/19/09)

LASO has spent part of their budget on events put on such as the screening of a film as well as co-sponsoring with the annual Haunted House.

**Multi-Cultural Marketing Product Club:** via email (11/15/09)

This club has just had an account created as of November of this year. Because of the very recent creation of this account, a waiver has been granted and no fee will be put in place due to them not have spent any money from this account to date.

**Muslim Cultural Society:** via phone (11/15/09)

The Muslim Cultural society spend a majority of their budget on Eid dinners and other events that have largely to do with food, hence a waiver was granted. The Eid dinner is also their main event on campus, which explains why they have also spent over half of their annual budget to date.

**OPEN:** via email (11/18/09)

*"This semester, OPEN has been busy with a lot of political activism given the current state of gay marriage laws, etc. going through the state legislatures. As such, we decided to go as a group to Washington D.C. to march for Clark University in the National Equality March to learn skills, promote networking, show support, and of course gain empowerment."*

**Outing Club:** via phone (11/15/09)

The Outing Club is heavily dependent on travel, seeing how the mission of the organization revolves around spending money on transportation. Contact has been made to warn them about having spent over 50% of their account.

**Pasticcio:** via email

Pasticcio, being the campus yearbook, prints at the end of the year and therefore has not spent any of their budget at this point in time.

**Peaceworks:** via email (11/17/09)

*"There is one form reimbursement that I will be completing shortly and we are cosponsoring a Zapatista speaker event. I have a meeting with Mike McKenna on Friday to discuss transferring signing rights to another member of Peaceworks, but a waiver would be appreciated in the meantime."*

**Pub Entertainment Committee:** via email (11/5/09)

*"We have spend more than 50% of our budget because we book events FAR in advance and pay for future expenses. It is sort of the nature of booking entertainment acts."*

**Student Alliance of Vegan and Vegetarian Youth:** via email (11/16/09)

*"My group has been saving our money for our huge event-SAVVY thanksgiving. People have bought the supplies this week and I will be putting in a check request on Wednesday for about \$350 to reimburse them."*

**STIR:** via email (11/27/09)

*"As you know, we don't really use any of our budget until the end of November when we order the magazine."*

**Tae Kwon Doe:** via email (11/15/09)

*"Tae Kwon Do club's budget is exclusively used to pay the coach, Homer Rogers. Our contract with him is to pay him at the end of each semester for services rendered."*

**Track and Field:** via email (11/15/09)

*"We have spent some of our budget to reimburse the Clark Athletic Department for paying our NCAA fees. Perhaps this has not been processed yet. The traditional college track and field season does not start until the second semester. For that reason it is in our charter that we will be active during the second semester."*

**Unitarian Universalist:** via email (11/17/09)

This group is currently having issues contacting the current treasurer and is in the process of impeaching the current treasurer and electing a new one. They also provided a list of what they currently are planning on spending their budget on this semester, which included hymnals, hosting an event at SexFest, and working with Worcester Energy barn Raising.

**Vagina Monologues:** via (11/1509)

*"Our budget is used to pay the fees associated with our performances, such as paying University Police the weekend of the event and a technician in Atwood Hall. We have not spent any of our budget this semester because even though we are a club, our only event(s) is in the spring semester."*

**Volleyball:**

The budget for the Volleyball club is currently frozen by the SLP office, therefore the Finance Committee deemed in unnecessary to freeze their budget again because of the lack of spending.

## VI. In Summary

Organization Name	Violation	% Fine	Total Fine
CUBE	None of Budget/ No signing rights	25% and Frozen	\$31.25
Major Events Committee	Over 50% of budget/ inactive	Absolved	\$2,130.30
Pasticcio	No signing rights	Frozen	Account Frozen
Philosophy Club	None of Budget	25%	\$75
Pool Club	No contact information/ None of Budget	25% and Frozen	\$125
Water Watch	No contact information/ None of Budget	25% and Frozen	\$175
Women's Lacrosse	None of Budget/Frozen	25%	\$843.43

