2.04: Finance Intern
There shall be one finance intern with the following qualifications and responsibilities:

- Research and audit Organized Activities that receive SUF monies dispersed by the Organized Activity Budget in an order set by the Finance Director.
- Facilitate and participate in Budget Consultations for specific activities/organizations.
- Author legislation to be submitted to the Student Senate concerning the business of the Finance Commission.
- Have an awareness of all Organized Activities and their missions.
- Perform at least one office hour per week outside of meetings.
- Complete all other duties assigned by the Finance Director in a timely, thoughtful, and thorough manner.
- Serve for a term not surpassing one academic year.
- Be nominated by the Director to the Student Body President and confirmed by the Student Senate.
- Receive a stipend to be approved by the board in the internal budget, with the amount for each intern not surpassing 50% of the Director of the Finance Commission.

Section 3.03: Finance Director
The Finance Director, as Director of the Commission, shall accept the following responsibilities:

- Prepare meeting agendas and minutes.
- Chair all meetings.
- Provide necessary information and guidance to Commission.
- Make available instructions and assign Budget Consultations for specific activities/organizations.
- Establish and disseminate the Budget Hearings schedule.
- Create a detailed record of all student fee funding allocation deliberations, and disseminate this record to the full Student Senate membership via an attachment in the Budget Bill.
- Nominate a finance Intern candidate to the Student Body President.
- Create a queue of Organized Activities for the Finance Intern to research and audit.
- Designate other duties to the Finance Intern, which further the goals of the Finance Commission and the Student Senate.
• Facilitate appeals and award fair time and deliberation for those applying.
• Author the Budget Bill for introduction to the Student Senate.
• Serve regular office hours and provide information to interested parties.

Section 5.02: Student Organization Fund

(5.02.1) Each fiscal year, the Finance Commission shall allocate SUF monies to a Student Organizations Fund (hereafter, the SOF) as a subset of its overall Organized Activity Budget. The SOF shall be no less than 0.5% and no more than 1.0% of the total Organized Activity Budget.

Article 11. Auditing Organized Activities

Section 11.01 Definition

An audit is the examination and verification of accounts and records of an Organized Activity that receives SUF monies distributed by the Organized Activity budget or Special Reserve account.

Section 11.02 Use

Audits of Organized Activities will be conducted randomly via a queue system to be set up by the Finance Director. The Student Body President or Finance Director can initiate audits of a specific Organized Activity. The use of audits are to verify that SUF monies are used for the allocated purpose, and to verify organizations have maintained their Organized Activity status.

Section 11.03 Queue

The Finance Director will create a queue of audits no later than the first week of October. The queue will be of a sufficient length to occupy the professional time of the Finance Director and Finance Intern. This queue will rotate every academic year to ensure all Organized Activities are audited at least every two years.

Section 11.04 Conducting an Audit

When conducting an audit the auditor will follow the stated guidelines.
• The Finance Director or the Finance Intern will conduct an audit.
• The auditor will request any documents and receipts necessary to complete the audit from the Organized Activity being audited.
• The auditor may only request records as far back as the length of time records need to be maintained in accordance with University records retention standards.

• During the course of the audit, the auditor will maintain a detailed report of all finding.

• A written report will be submitted to the Finance Commission upon completion of the audit. The report will be forwarded to the Executive Board of Directors and full body of the Student Senate if any discrepancies are found in the course of the audit.

Section 11.05 Discrepancies and Consequences

During the course of the audit if discrepancies are found between an Organized Activity’s budgetary records and receipts and the budget presented before the Finance Commission, then the Finance Commission can determine that the Organized Activity has not demonstrated competency and responsibility in its records management as stated in 7.03.02 of these bylaws and take appropriate action.

If in the course of an audit if evidence is found that invalidates an organization’s Organized Activity status, then the Finance Commission will immediately review the organization’s status per their bylaws and take appropriate action.