Following are the financial requirements in order for a club to enter into a contractual agreement, beginning Fiscal Year 2011/2012:

1. Contingent upon the financial risk of a proposed contract and activity as determined by the Business Office for Student Organizations, a reserve account may be required to guarantee funding of the activity and payment, per the terms of the contract. For organizations with a history of contractual agreements, the previous fiscal years expense will be used as a base line (or for analysis). A reserve account will be established in the organizations name.

2. Because the financial requirement will begin with FY 2011/2012, the minimum is based on the Fiscal Year 2010/2011 expenses. Future years will be adjusted accordingly. The final amount to be placed in the reserve account will be determined by the Business Office for Student Organizations and the student organization officers, president, treasurer and advisor.

3. For organizations maintaining contractual agreements prior to 2010/2011, three fiscal years (2011/2012; 2012/2013; and 2013/2014) will be provided to each organization to accumulate the total amount required in the reserve account. The reserve account must be fully funded by June 30, 2014.

4. If the reserve account is not fully funded by June 30, 2014, a determination will be made by University Administration and the club officers as to the continuation or elimination of future contracts.

5. Organizations who wish to maintain annual contractual agreements in the future, a reserve account must be established and contain the balance of funds required, prior to the submission of a contract for the University Contracting Groups review and approval.

6. Organizations who wish to enter into occasional contracts for events/travel; funds as determined by Business Office Student Organizations must be available in the student organization account, prior to the submission of a contract for the University Contracting Groups review and approval.

7. Funds placed in the reserve account are not available for the daily operational expenses of the organization. The funds are for the sole purpose of guaranteeing future contractual payments.

8. All withdrawals from the reserve account will require the signature of the Advisor and the Fiscal Administrator of BOSO.