Please note that during the pandemic, some of these responsibilities may have to shift to remote formats.

- MinCo funds must be used only in ways that are consistent with College policies, during these pandemic times.
- Treasurers are members of the MinCo Funding Committee. The MinCo Funding Committee “is responsible for deliberating and voting on all funding requests submitted to the Minority Coalition...” It is important for Treasurers to participate in the Funding Committee meetings as two thirds need to participate to reach a quorum for voting. Proposals “must be passed by a simple majority of all present voting members of the MinCo Funding Comte.”
- Treasurers are responsible for knowing what the funds are in their group’s account and whether or not there are sufficient funds to cover the anticipated expense(s). Make appointments to check in with DC staff regularly to monitor expenses and funds available.
- Treasurers are responsible for requesting p-cards or online purchases, and for assuring compliance with the DC p-card policy at all times.
- Treasurers must keep an accurate accounting of all of the funds used by their group, indicating date, amount, vendor, description of purpose—as well as account balance.
- Treasurers provide their accounting report to the DC staff periodically, as requested and in a final year end summary so that all accounts can be properly reconciled.