

Timeline of Finance Interviews/Audits

| Finance Meeting # | Date | What's Due |
|-------------------|-------|---|
| 1 | 9/30 | - |
| 2 | 10/7 | - |
| 3 | 10/14 | - |
| 4 | 10/21 | Begin contacting to set interview time/date |
| 5 | 10/28 | Contacted all budgeters/administrators, interview time and date scheduled. Mock Budget interview in Finance Meeting. Present on how to take notes for presentation 11/25 on the interview (debrief to Finance Committee). Begin actual interviews starting Tuesday 10/29 |
| 6 | 11/4 | Do interviews. |
| No meeting | 11/11 | Do interviews. |
| 7 | 11/18 | Do interviews. |
| 8 | 11/25 | Each senator and intern reports out on their interview notes/results. Summary/debrief for committee to get an idea. |

Note: everyone has a month to do interviews, reports on interview notes and results will be expected at the last meeting of the quarter. (11/25).

*Finance does not meet holidays or dead/finals week!