

Planning Checklist: Finance Sub-Committee

Time Frame	Responsibility	LT	ST
12 to 6 months	Work with sub-committees to establish expenses		
	Determine revenue required and potential sources of revenue		
	Set up relevant banking requirements		
	Manage grants and determine compliance with terms of grant		
Monthly	Provide host organization with updated financial statement		
Post Event	Complete the relevant section of the Final Competition Report in a timely manner to allow submission of the completed Report to SSC within thirty (30) days of the completion of the competition		