

1. Meet with, at minimum, the President or Treasurer.
2. Discuss briefly the guidelines of spending funds:
 - i. Have you used resources provided to you? <https://rusa.rutgers.edu/>
 - b. Have you attended a Treasurer Training? If not, make sure to attend them as they train your treasurer for you.
 - c. Explain goals and possible outcomes of audit.
3. Clearly communicate and provide a link to the Appeals Process
4. Review and complete Organizational Intake form (Below)
 - a. Programs run by organization
 - b. Standard operating procedure
 - c. Structure of Officer Control
 - d. Upcoming programs or trips/travel.
5. Request and obtain all pertinent Treasurer's planning/account documents within five business days.
6. Fill out this Questionnaire *
7. <https://forms.gle/RbSQbECeSMQKeVTf7>

General Information

Date of Audit:

Sabo Number:

Auditor:

Advisor:

Club Name:

Programs/Trips

Event 1 Name:

Amount Funded:

Date of Event:

Purchases/Expenses: (Insert Additional Rows to Table if Needed)

If event is upcoming, give us general ideas of what they will buy

If event is concluded, give us the transactions or Voucher numbers on SABO

Description	Amount Spent

Total Spent on Event:

Total Amount Provided by Outside Funding:

Unused Funds Amount, if any:

Additional Details (For example: reasons for budget overages, details for why funding wasn't used, etc):

Event 2 Name:

Amount Funded:

Date of Event:

Purchases/Expenses: (Insert Additional Rows to Table if Needed)

If event is upcoming, give us general ideas of what they will buy

If event is concluded, give us the transactions or Voucher numbers on SABO

Description	Amount Spent

Total Spent on Event:

Total Amount Provided by Outside Funding:

Unused Funds Amount, if any:

Additional Details (For example: reasons for budget overages, details for why funding wasn't used, etc):

Do you have any trips?

If Yes, Trip Name:

Date of Trip:

Amount Funded:

Has this trip been concluded?:

If Yes,

Transportation Method:

Lodging Information:

Location:

Conference or Competition?:

Overhead

Semester:

Amount Funded:

Purchases/Expenses: (Insert Additional Rows to Table if Needed)

Description	Amount Spent

Total Spent on Overhead:

Unused Funds Amount, if any:

Additional Details (For example: reasons for budget overages, details for why funding wasn't used, etc):

Officer Control

President: Email:

Vice President: Email:

Treasurer: Email:

Officer: Title:

Officer: Title:

Officer: Title:

Total number of E-Board Members: