* Auditor:
  + Introduce yourself, position in the Allocations Board, school year, major
  + Briefly go over the Audit procedure and explain the use of the Intake Form
    - * + Preliminary Assessment
        + Intake Meeting
        + Conclusions
        + Intake form is for us to gather data and make sure we are on the same page as well as all recommendations and resources can be given for clubs to be better financially
  + Ask if they have any questions before the process
  + How is the club performing this semester?
  + What type of activities are currently being hosted now? What are your plans for next semester/year (\*based on covid situations\*)?
  + How long have you been involved in the club?
  + Brief understanding of the auditing process?
  + Does the club have any miscellaneous generated revenue? How much?
  + How does the club generate revenue? (if relevant)
    1. Meet with, at minimum, the President and Treasurer.
    2. Discuss briefly the guidelines of spending funds:
       - 1. Have you used resources provided to you?

Cap Sheet Model (On the RUSA Site, “Legislation and Reports”, “Spring 2021 Cap Sheet Report”)

Funding Guidelines (On the RUSA Site, “Allocations”, “Funding”)

* + - 1. Have you attended a Treasurer Training? If not, make sure to attend them as they train your treasurer for you.

Announcements made through Allocations instagram and weekly organizational emails

* + - 1. Do you have any questions or concerns?
    1. Explain goals and possible outcomes of audit.
       1. We are here to check up on clubs and show that we want to get clubes to become more efficient.
       2. Direct communication and locating points of error allow problems to be resolved.
       3. Most audits are an opportunity for Allocations to learn more about your organization, and for your organization to ask questions of the board and leave confident that you are following all policies regarding your funding and its uses.
    2. Clearly communicate and provide a link to the Appeals Process.
       1. Do they know there is an Appeals process for additional funding?
       2. If not there are none for this semester but will be a lot for next semester
    3. Review and complete Organizational Intake form (Below)
       1. Programs run by organization
       2. Standard operating procedure
       3. Structure of Officer Control
       4. Upcoming programs or trips/travel.
    4. Discuss any areas of notice that arise from Audit Review
       1. Negative Balances
       2. High amount of Generated Revenue (Plans to use it?)
       3. High amount of Overhead Expenses (Plans to use it?)
       4. High amount of Takebacks from previous years
    5. Request and obtain all pertinent Treasurer’s planning/account documents within five business days.
* Any documents or financial data that they use
* Review is for making sure it’s consistent and it is efficient
* If they don’t have any, they should make some such as
  + Organized list of all transactions that happen
  + Planning budgets for upcoming events
  + Adjustments made to budget for future treasurers

8. Fill out this Questionnaire

https://forms.gle/RbSQbECeSMQKeVTf7

**General Information**

Date of Audit:

Auditor:

Club Name:

Sabo Number:

Advisor:

**Programs/Trips**

Event 1 Name:

Date of Event:

Amount Funded:

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:

Date of Event:

Amount Funded:

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 they have any trips?

If Yes, Trip Name:

Date of Trip:

Amount Funded:

Has this event been concluded?

**Officer Control**

President:

Vice President:

Treasurer:

Officer: Title:

Officer: Title:

Officer: Title: