(Date)

Subject: External RUSA Allocations Audit Notice

To (Name of concerned organization)

Hello! I am emailing you because your organization is due for a **financial** audit. This is a standard and regular process by RUSA Allocations, and our aim is to audit every organization we fund. The order in which we select organizations is random, and it is your organization’s turn. The audit will be carried out in accordance with our Auditing Guidelines, and these are the steps we follow:

* **i. Audit Review (this we do ourselves before we meet with you)**
* 1. The purpose of a review before the intake conference is to allow the auditor to gain a familiarity of the organization and to assess any clear and potential infractions of rules, and allow the officers an opportunity to clarify any issues that may arise.
* 2. The auditor will acquire the Statement of Account from the organization’s SABO Account.
* 3. A preliminary review of the statement in accordance with procedures outlined in our Auditing Guidelines clause III.c.iv will be conducted. The Auditor will highlight any areas of concern for discussion at the intake conference.
* 4. The auditor will use discretion in terms of the thoroughness necessary in the Audit Review.
* **ii. Intake Conference (this is when we meet with you to go over your financial records)**
* 1. Meet with, at minimum, the President or Treasurer.
* 2. Discuss briefly the guidelines of spending funds:
* 3. Clearly communicate and provide a link to the Appeals Process.
* 4. We Will Review Your Expenditures and Budgets together
  + a. Programs run by organization
  + b. Standard operating procedure
  + c. Structure of Officer Control
  + d. Upcoming programs or trips/travel.
* 5. Discuss any areas of notice that arise from Audit Review.
* 6. Recommend all pertinent Treasurer’s planning/account documents be turned over within five business days if available. Documents that will be required are such;
  + a. Past relevant budget applications (Please provide the name of past treasurers so we can pull these from our files for you)
  + b. SABO Account Folders (We have access to these already)
  + c. Treasurer’s pertinent documents as directed in the Intake Conference (ledgers, individual event budget breakdowns, emails that approve program changes, etc that you should have as the financial manager of your organization)

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.

In some cases, when there are several policy violations, an appropriate Sanctions Protocol will be used to assess the specific actions that may be taken after an audit. It will serve as the central decision document and will include a page that informs the organization of the audit outcome, and will be approved by the Allocations Board. There will be a separate Appeals Process used to assess cases where an organization appeals Allocations’ decision and the process thereof.

All recommendations are approved and carried out through Allocations as a Board. In the event of violations of the University Code of Conduct, Allocations are required to report these to Student Conduct.

***With any questions or concerns contact us by email at*** [***RUSA.Allocations@gmail.com***](mailto:RUSA.Allocations@gmail.com)***,0***

***Thank you***