* + 1. Meet with, at minimum, the President or Treasurer.
    2. Discuss briefly the guidelines of spending funds:
       - 1. Have you used resources provided to you? https://rusa.rutgers.edu/
       1. Have you attended a Treasurer Training? If not, make sure to attend them as they train your treasurer for you.
       2. 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)
       1. Programs run by organization
       2. Standard operating procedure
       3. Structure of Officer Control
       4. 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:

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 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: