(To be added into conference once SABO access is confirmed)

* + 1. 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

E-MAIL

Wednesday, before 5PM

Hello \_\_\_,

My name is \_\_\_\_\_ and I am a Deputy Auditor for the RUSA Allocations Board. This is a notice in hopes that you and your organization have received the email about a financial audit taking place. This is a general process that is put in place to ensure that all clubs and organizations funded by RUSA Allocations are following the guidelines we have established. Within the email previously sent you will notice that there is an intake conference where the Auditor meets with the President or Treasurer of the club. Please let me know what dates and times the Treasurer or President are available *next week* so that I can go over the auditing process via Zoom. Please let me know if you have any questions.

With this email, I have attached the Intake Form that we will be filling out during the audit. Please take the time to review the form to help prepare for the audit, however, it is not mandatory for you to have the form filled out before the Zoom meeting, especially if you are confused/unsure about the form. We can discuss more about it during our call.

Kind regards,

PHONE CALL

Friday, before 5PM

Hello \_\_\_.

My name is \_\_\_\_ and I am a Deputy Auditor for the RUSA Allocations Board. I wanted to reach out as we have been emailing your organization and officers about a financial audit due for your organization this week. This process is very straightforward and we use it as a chance to catch up with the funding operations of an organization and provide assistance. If you may, could you check for that email and respond or we can set up a meeting now if you have the time.

Thank you and have a great day, feel free to contact us at [rusa.allocations@gmail.com](mailto:rusa.allocations@gmail.com) if you have any questions

\*If they want to setup a meeting then, find a time that works!