**General Information**

Date of Audit:

Auditor(s):

Club Name:

Sabo Number:

Advisor:

**Programs/Trips**

Event 1 Name:

Date of Event:

Estimated Attendance:

GetInvolved Check-In: Y N

Expenditures - What did they have at the event! Ex: Food, Costumes, Decoration Supplies, and

| Items |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

Notes:

Things to note for:

* Prizes given out during the event
* Charging more than $10 for RU Students
* Payment methods (Write down all methods they accept like CashApp, Zelle, Venmo)
* Any guest speakers, performers, or contracts

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