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
    - 06/24/2021 American Sign Language Club 1103 $973.00
  + 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 do you feel the club is performing this semester?
  + Good, trying to get back into in person meetings
  + Still figuring out how to run meetings again, get food back
  + Lot of the eboard is new
  + 7 o clock thursdays, topic pick for the night, go in on zoom or in person on CA, quick review
* What type of events and meetings are currently being hosted now? What are your plans for next semester/year?
  + Presentation + Charades
  + Zoom - Jeopardy
  + Overall semester reviews of signs
  + Movie nights
  + Gallaudet Museum Trip Washington, DC
  + NJDEAF Conference - Spring 2022 - Approved
* How long have you been involved in the club?
  + Since freshman year
    - VP Sophomore year
    - President Junior
* Does the club have any miscellaneous generated revenue? Around how much?
  + No dues, no fundraisers
* How does the club generate revenue? (if relevant)

* + 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/

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

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

* + - 1. Has your Treasurer 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. Explain goals and possible outcomes of audit.
         1. Direct communication and locating points of error allow problems to be resolved.
         2. 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.
    1. 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 announced at the start of the semester
    2. 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.
    3. 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: 11/18/2021

Auditor: Stephanie Wu

Club Name: American Sign Language Club

Sabo Number: 1103

Advisor: Susan Romano (romanos@echo.rutgers.edu)

**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 trip been concluded?:

If Yes,

Transportation Method:

* Parking Fees?:

Lodging Information:

Location:

* Admission Fees?:

Conference or Competition?:

**Officer Control - just names and title**

President: Chloe Andreas

Email: [cja141@scarletmail.rutgers.edu](mailto:cja141@scarletmail.rutgers.edu)

Vice President: Shelly

Email:

Treasurer: Shruti Agarwal

Email: [sa1641@scarletmail.rutgers.edu](mailto:sa1641@scarletmail.rutgers.edu)

Officer: Gabby

Title: Secretary

Officer:

Title:

Total number of E-Board Members:

2 Social Media Chairs

Graduate Advisor

NOTES:

Suggestions/Opportunities

* Financial records/accounts to track funding or any spending. Also helps with new treasurers to transition into the position
* RUSA website itself has many resources
  + Foods
  + Program planning checklist