* 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**

Takeback for Spring was $614.00

No Fall 2021 Event/Program

Budget only allocated for OM and NOT a program

Spring 2022 Event

Update Advisor(?)

* + - * + 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

1st semester as treasurer

* + How is the club performing this semester?

Haven’t spent any money except for stickers and t-shirts

Meetings were in-person w/out food and drinks

Club has been growing/more members coming to meetings consistently

* + What type of activities are currently being hosted now? What are your plans for next semester/year (\*based on covid situations\*)?

Meet up at Busch campus on Thursdays at 8pm – discussion/lecture-based

Go to the roof to observe the stars

Will continue into the next semester

* + How long have you been involved in the club?

Treasurer for this semester and joined as a member last semester

* + Brief understanding of the auditing process?

Yes

* + Does the club have any miscellaneous generated revenue? How much?

No

* + 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”, “Published Reports”, “Spring 2021 Cap Sheet Report”)

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

* + - 1. Have you 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

Did not get that much info from the training, but Canvas resources are helpful

* + - 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
       3. Appeals Meetings are held on Monday nights at 7pm (either in-person or over Zoom)

\*\*Dates for Spring 2022 will be announced later and can always be found on the RUSA website

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.
    1. 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

**Questions:**

Can clubs sell t-shirts?

When will the Spring budget be released?

**General Information**

Date of Audit: 12/02/21

Auditor: Jade Bilis

Club Name: Astronomical Society

Sabo Number: 675

\*\*Advisor:

Samantha DeMarse (sd1259@echo.rutgers.edu)

\*\*No program for Fall 2021(?)

**Programs/Trips**

Event 1 Name: High Point Observing Trip

Date of Event: April 2nd, 2022 (Spring 2022)

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 |
| Transportation – Bus Rental | $1,500 |
| Food and Beverage | $200 |
| Registration Fee | $90 |
|  |  |

Requested $1790 for this event

Total Spent on Event:

Total Amount Provided by Outside Funding: No 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: High Point Observing Trip

Date of Trip: April 2nd, 2022

Amount Funded:

Has this trip been concluded?: No

If Yes,

Transportation Method: Bus

Lodging Information: N/A

Location: High Point, New Jersey

Conference or Competition?: Neither

**Officer Control**

President: Brandon Shane

Email: **bfs39@scarletmail.rutgers.edu**

Vice President: Kyle Conway

Email:**krc148@scarletmail.rutgers.edu**

Treasurer: Arya Lakshmanan

Email: **all180@scarletmail.rutgers.edu**

Officer: Michele Lau Title: Secretary

Officer: Title:

Officer: Title:

Total number of E-Board Members: 4