

2015-2016 CSA Allocations Programming Funds Audit Form

Due to the Center for Student Leadership and Service in the Ohio Union, attn: MacGregor Obergfell within 30 days of the scheduled program date. Do NOT return audits to the Information Center or Administrative Office. This form must be completed by the treasurer. If you are the program planner, please consult with the treasurer to ensure accuracy.

Received:_____Program #_____

Vendor:_____App. Amt: \$_____Check Amt \$:_____JE Amt \$:_____Email Group:_____

FOR OFFICE USE ONLY

Full Student Organization Name: Art Of Living Club

Title of Program: Yoga of Breath / Creating a Culture of Peace

Date of Program: June 27th, 2016

Directions

- Follow the example and fill out information for each receipt you are turning in.
- The receipts must be original, itemized, and legible in order to count towards the audit.
- Please list each receipt separately - do not total receipts within any category.

Do not use highlighter on receipts - it will erase the printing and your receipt cannot be audited. Use a pen to make notes.
Refer to 2015-2016 Student Organization Guidelines for Fundable/Non-Fundable expenses for these categories.

Category * % is of total program cost, not just category	Vendor(s)	Amount Spent	Explanation	Audited Amt. [Office Only]
Ex. Entertainment	Ex. Southwest Mr. Brutus Staples	Ex. \$290 \$200 \$45.67	Ex. Speaker Flight Speaker Fee (waived) Printer cartridge, nametags	
Speaker Costs	VVM	\$5000	Honorarium for the Speaker i.e. Sri Sri Ravi Shankar	
Entertainment				
OSU Facilities				
Personnel Labor				
Equipment Rental				
Consumable supplies				
Food and beverages - 40%*				
Publicity - 20%* max rate = Resource Room Cost for same services				
Take-Aways - 20%* **Provide names of any gift card recipients on the back page of this audit form				
Apparel - 20%*				

Other				
TOTAL EXPENSES		\$5000		

service/outreach travel categories on reverse
page 1 of 2

Use for Service/Outreach Programs only:

Program Evaluation

In an effort to keep track of all the great things student organizations at OSU are doing, we ask that you fill out this mini evaluation of the program your organization received funding for. We ask that you are honest in your evaluation, as nothing stated here will affect future funding decisions. We are simply using it to keep track of the exciting programs OSU students are putting on. Thanks!

Attendance at program: 170 Number of students at program: 60

Brief evaluation of program (include information such as topic of event, speaker presentation information, general feedback from others, changes you would make, etc):

The event was great; the final attendance was in fact little more than the planned capacity of the hall. The feedback from the attendees was very impressive and satisfying. Our main qualm is that we did not get the event professionally videographed. For reasons of Budget, we thought we would be satisfied with a BROLL video obtained through the Office of Student Life, but it’s a pity such a wonderful talk that it turned out to be was not professionally filmed. The student attendance was a bit mellow compared to the expectation, we were originally planning up to 100 students, however, the Mandela Fellows, Alumni, Faculty, Staff, and Dignitaries more than compensated in terms of numbers. Hors d'oeuvres were served at the event, but the Food and Venue was provided through the Department of Political Science, hence, it is not stated as part of the Budget from the Club’s side.

I certify that the information presented in the audit is accurate and that this event did not generate income which profited the organization. I understand that any misinformation may jeopardize this organization’s funding and result in judicial action.

Treasurer Name (Please print): PRASHANT SERAI

Treasurer Signature:

Treasurer OSU username.#: serai.1 Date: July 13th, 2016

