

2016-2017 CSA Allocations Operating Funds Audit Form

Received: _____
Reviewed: _____
Amt. Recd: \$ _____
Amt. Spent: \$ _____
Amt. Retd: \$ _____
E-mail: _____
Other: _____
FOR OFFICE USE ONLY

Due to the Center for Student Leadership and Service in the Ohio Union,
attn: MacGregor Obergfell no later than May 1, 2017

Do NOT return audits to the Information Center or Administrative Office.
This form must be completed by the treasurer. If you not the treasurer, please consult
with the treasurer to ensure accuracy.

Treasurer Name (Print first name, last name, OSU username.#): PRASHANT SERAI (SERAI.1)

Organization ART OF LIVING CLUB

Treasurer Signature: _____

By signing above, I certify the information presented in the audit is accurate and these expenses were not for the financial gain or profit of the organization. I understand any misinformation may jeopardize this organization's funding and result in judicial action.

Directions

Follow the example and fill out information for each receipt you are turning in.
The receipts must be original and itemized 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 2016-2017 Student Organization Guidelines for Fundable/Non-Fundable expenses for these categories.

Category	Vendor(s)	Amount	Explanation	Audited Amt. [Office Only]
<u>Ex.</u> Office Supplies	<u>Ex.</u> Staples Office Max Dunder Mifflin	<u>Ex.</u> \$20 \$15 \$120.00	<u>Ex.</u> Post-its for office Ink cartrige for printer Paper for office printer	
Advertising/Promotion/ Printing				
Bank Charges/Dues/Legal Fees	Art of Living Foundation	\$1395	Payments to National	
Books/Subscriptions				
Equipment/Facility Rental				
Food (50% of allocated Operating Funds) Must be for recruitment, not general meeting				
Membership Awards *Provide names of any gift card recipients on the back page of this audit form				
Office Supplies				
Travel/Transportation				
Other				
TOTAL EXPENSES		\$1395		