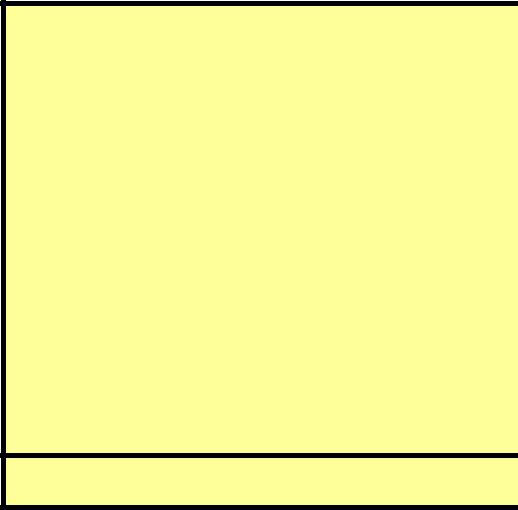
**2016-2017 CSA Allocations Programming Funds Audit Form**

**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.**

Full Student Organization Name: Art Of Living Club

Received:\_\_\_\_\_\_\_\_



Program #\_\_\_\_\_\_\_

Vendor: \_\_\_\_\_\_\_

App. Amt: $\_\_\_\_\_\_

Check Amt $:\_\_\_\_\_\_\_

JE Amt $:\_\_\_\_\_\_\_\_\_\_

Email Group:\_\_\_\_\_\_\_\_\_

**FOR OFFICE USE ONLY**

Title of Program: Yesplus Retreat 1.0 and 2.0



Date of Program: Sept 22nd, 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 | Vendor(s) | Amount | Explanation | Audited Amt. [Office Only] |
| \* % is of total program cost, |  | Spent |  |  |
| not just category |  |  |  |  |
| Ex. Entertainment | Ex. Southwest | Ex. $290 | Ex. Speaker Flight |  |
|  | Mr. Brutus | $200 | Speaker Fee (waived) |  |
|  | Staples | $45.67 | Printer cartridge, nametags |  |
| **Speaker Costs** |  |  |  |  |
|  | Art of Living Foundation | $3500 | The amount paid to license the content of the workshop and to get instructors to teach the same. |  |
| **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** |  |  |  |  |
|  |  | $3500 |  |  |

service/outreach travel categories on reverse page 1 of 2

***Use for Service/Outreach Programs only:***



**Transportation**

(max. 50%)

**Lodging**

(max. 50%)

**TOTAL EXPENSES**

**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: 46 Number of students at program: 42



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 a super success; we had 50 people registered to attend the retreat, and 45 turned up. Also, about 90% of the participants completed the workshop through the last day. The feedback from the attendees was mind blowing and inspiring! We overshot our budget for food and marketing expenses but we could manage it.

*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: Oct 5th, 2016



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