2017-2018 CSA Allocations Programming Funds Audit Form

Due to the <u>Center for Student Leadership and Service</u> (Room 2095) in the Ohio Union, attn: Lindsay Marx within 30 days of the <u>scheduled</u> program date.

Do NOT return audits to the Information Center or Administrative Office.

This form must be completed by the <u>treasurer</u>. If you are the program planner, please consult with the treasurer to ensure accuracy.

Refer to 2017-2018 Student Organization Guidelines for Fundable/Non-Fundable expenses for these categories.

Received:
Program #
Vendor:
App. Amt: \$
Check Amt \$:
IO Amt \$:
JE Amt \$:
Email Group:
FOR OFFICE USE ONLY

	FOR OFFICE USE ONLY
Full Student Organization Name:	
Title of Due suggest	
Title of Program:	
Date of Program:	
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. Use an additional sheet if necessary.	
Do not use highlighter on receipts - it will erase the printing and your receipt cannot be audited. Use a pen to make r	notes

Income

Did you have outside income for this event (i.e. admission fee, sponsors, university department contribution, other student organizations etc.)? Circle One: YES or NO. If so, please list all sources of income below and attach all supporting documents to the audit.				
Source(s)	Net Amount for organization	Audited Amt. (Office only)		
Ex. Venmo/Paypal/Undergraduate Student Government	Ex. \$300			

Expenses

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	<u>Ex.</u> \$290 \$200 \$45.67	Ex. Speaker Flight Speaker Fee (waived) Printer cartridge, nametags	
Speaker Costs **Provide names of any gift card recipients on the back page of this audit form				
Entertainment				
OSU Facilities				
Personnel Labor				
Equipment Rental				
Consumable supplies				
Food and beverages - 40%*				
Publicity - 20%*				
max rate = Resource Room Cost for same services				
additional categorie	s on reverse	_		page 1 of 2

Take-Aways - 20%*				
Note: Prizes are not a				
reimburseable expense.				
Apparel - 20%*				
Other	+			
TOTAL EXPENSES				
Use for Service/Outreach P	rograms only:	<u>l</u>		
Transportation Transportation		I	T	
(max. 50%)				
(1101111 0 0 7 0 7				
Lodging				
(max. 50%)				
TOTAL EXPENSES				
		<u> </u>		
	F	Program Eva	luation	
	_	G		
				nini evaluation of the program your
	g for. We ask that you are nonest xciting programs OSU students a			uture funding decisions. We are simply
using it to keep track of the ex	colling programs 000 students a	ire putting on. Thanks		
Attendance at program:		Number of students	at program:	
Brief evaluation of program (i	nclude information such as topic			eedback from others, changes you would
		make, etc):		
	-			-
Logitity that the intermetion :	presented in the audit is accurate	and that this avant di	d not ganarato incomo which are	atited the organization. Lundorstand that
r certify that the information p			not generate income which pro n's funding and result in judicial	otited the organization. I understand that
Treasurer Name (Please prin		raraizo uno organizano	and result in judicial	dollorr.
	,			
Treasurer Signature:				
Treasurer OSU username.#:		Date:		
				page 2 of 2
	f you want funds to be paid to a U	Iniversity Department,	please enter the chartfield inform	nation below.
BUGL Or		Accoun		Program
1				