2011-2012 CSA Allocations Programming Funds Audit Form

TOTAL EXPENSES

Due to the <u>Center for Student Leadership and Service</u> in the Ohio Union, attn: Jeff Pelletier, 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.

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picase consult with	the treasurer to ens	are accura	cy.	TOR OTTIOE GOE ORE!
Full Student Organiza	ation Name:			
Title of Program:				
Date of Program:				
			Directions	
Follow the example and				
		-	r to count towards the audit.	
Please list each receipt			itnin any category. g and your receipt cannot be audited.	lse a nen to make notes
			ndable/Non-Fundable expenses for the	
Category	Vendor(s)	Amount	Explanation	Audited Amt. [Office Only]
* % is of total program cost, not just category		Spent		
Ex. Entertainment	Ex. Southwest	<u>Ex.</u> \$290	Ex. Speaker Flight	
	Mr. Brutus Staples	\$200 \$45.67	Speaker Fee (waived) Printer cartridge, nametags	
Speaker Costs	Ctapioo	ψ 10.07	r mitor cartriage, nametage	
•				
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				

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service/outreach travel categories on reverse

Transportation (max. 50%)

Lodaina (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:	Number of students at program:			
Brief evaluation of program (include information such as topic of event, speaker presentation information, general feedback from others, changes you would make, etc):				
	e audit is accurate and that this event did not generate income which profited the ormation may jeopardize this organization's funding and result in judicial action.			
Treasurer Signature:				
Treasurer OSU username.#:	Date:			

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