Student Programming Board Audit Sheet

Student Name: __________________________ Date Submitted: __________________________

Club/Association: __________________________ Time/Date of Program: __________________________

Program Title: __________________________ Place of Program: __________________________

Total Allocation: __________________________ Total Spent: __________________________

This mandatory audit is a way for the Student Programming board (SPB) to assess if you spent the entire allocated money as presented in your proposal. If there is any remaining money, SPB will redeem it. If this audit is not returned to the SPB box in Student Affairs one week after your event takes place, you will not be able to propose to the board until the audit sheet is turned in. Any false information provided will be subject to penalty.

How did you advertise for your program? (Please attach actual publicity.)

___________________________________________________________________________________________

___________________________________________________________________________________________

Were there any unexpected events or costs? Please list and explain them.

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Provide a detailed cost break down of your program if it changed from the original proposal.

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Please list the names of students that attended if it was a set amount, or give a rough estimation of attendance.

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Please list the prizes or gifts given out at your programs and whom they went to.

Name: __________________________ Prize: __________________________ Contact #: __________________________

Name: __________________________ Prize: __________________________ Contact #: __________________________

Name: __________________________ Prize: __________________________ Contact #: __________________________

Name: __________________________ Prize: __________________________ Contact #: __________________________

Attach copies of all receipts.

Sign and Date
President: __________________________ Treasurer: __________________________ Advisor: __________________________

Date: __________________________ Date: __________________________ Date: __________________________

Updated: July 24, 2014