

4-H TREASURER'S REPORTS

4-H CLUB/UNIT: _____

In: _____ County, California

Fiscal Year: July 1, _____ to June 30, _____

TREASURER: _____

PRESIDENT: _____

COMMUNITY CLUB LEADERS: _____

TREASURER ADVISOR: _____

CHECKING ACCOUNT #: _____

NAME OF BANK: _____

CLUB/UNIT BUDGET

Club/Unit: _____ July 1, _____ to June 30, _____

OPENING BALANCE \$ _____

ESTIMATED INCOME (SOURCE, USE, PURPOSE)	AMOUNT	
(Sub Accounts)		
Total Estimated Income	\$	

PROPOSED EXPENSES (DESCRIBE)	AMOUNT	
(Sub-Accounts: projects, 4-H farms, events)		
Total Estimated Expenses	\$	
Estimated Closing Balance	\$	

We certify that this budget was approved by the club/unit meeting on (date) _____

President's Signature _____ Treasurer's Signature _____

Club Leader Signature _____

LEDGER REPORT (Page 1 of 2)

Club/Unit _____

Month of _____

OPENING ACCOUNT BALANCE \$ _____

PLUS CASH ON HAND + _____

TOTAL OPENING BALANCE = _____

INCOME

DATE	RECEIPT #	FROM	PURPOSE	SUB-ACCOUNT TO:	AMOUNT
TOTAL INCOME FOR MONTH					

EXPENSES

DATE	CHECK #	TO	PURPOSE	SUB-ACCOUNT TO:	AMOUNT
TOTAL EXPENSES FOR MONTH					

OPENING ACCOUNT BALANCE \$ _____

PLUS INCOME DEPOSITS + _____

LESS TOTAL EXPENSES - _____

CLOSING BALANCE = _____

PLUS CASH ON HAND + _____

TOTAL CLOSING BALANCE = _____

LEDGER REPORT: SUB - A C

COUNTS (Page 2 of 2)

Club/Unit _____

Month of _____

SUB-ACCOUNT:					BEGINNING BALANCE	
DATE	RECEIPT #	INCOME: FROM	AMOUNT		BALANCE	
DATE	CHECK #	EXPENSE: DESCRIPTION	AMOUNT		BALANCE	
ENDING BALANCE						

SUB-ACCOUNT:					BEGINNING BALANCE	
DATE	RECEIPT #	INCOME: FROM	AMOUNT		BALANCE	
DATE	CHECK #	EXPENSE: DESCRIPTION	AMOUNT		BALANCE	
ENDING BALANCE						

SUB-ACCOUNT:					BEGINNING BALANCE	
DATE	RECEIPT #	INCOME: FROM	AMOUNT		BALANCE	
DATE	CHECK #	EXPENSE: DESCRIPTION	AMOUNT		BALANCE	
ENDING BALANCE						

ANNUAL FINANCIAL REPORT

Club/Unit: _____ Fiscal Year: July 1, _____ - June 30, _____

			Balance at end of previous year
			\$
MONTH	TOTAL INCOME	- TOTAL EXPENSES	= BALANCE
July			
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
TOTAL FOR THE YEAR	\$	\$	
YEAR END BALANCE			\$

This is to certify that the forgoing is a
Correct statement of income and expenses:

Signed:

Community Club Leader

Treasurer

AUDIT REPORT (Page 1 of 2)

Club/Unit: _____ Year: July 1, _____ - June 30, _____

Checking Account Number:

Bank: _____ Address: _____

IRS Tax ID # (form SS-4) _____ Audit Date _____

Persons authorized to sign on checking account:

Our bank records are in the possession of: _____

AUDIT COMMITTEE

The audit committee is comprised of two leaders and two members. Committee members should not have familial or financial relationships to the treasurer.

PROCEDURES FOR AUDIT COMMITTEE

1. Check each month's reconciled bank statement and canceled checks. Make sure the ledger postings are current and complete.
2. Examine all voided checks. If a voided check is not on file, verify that the check has not cleared the bank.
3. Total all funds received. Verify that cash receipts were written and that funds received were listed on the ledger reports.
4. Total all deposits made to bank account. This total should equal the total of all funds received, unless treasurer's ledger reports show that some funds were retained as petty cash.
5. Total all expenditures. Verify that a written bill is on file for each expenditure. Verify that all expenditures were paid by check, not cash.
6. Examine the Annual Financial Report. Verify that the amounts listed agree with the amounts in the treasurer's ledger reports, the totals in the check register and the bank statements.
7. The treasurer's total balance at the beginning of the year (bank balance plus petty cash), plus all funds received, minus all expenditures, must equal the treasurer's total balance at the end of the year (bank balance plus petty cash).
8. Examine the club inventory sheet and make sure that a letter or receipt is on file for each gift received, documenting donor, date, and worth.

AUDIT REPORT (Page 2 of 2)

AUDIT COMMITTEE REVIEW CHECKLIST:

- Club/Unit budget and any addendum
- Treasurer's ledger reports
- Bank statements
- Year end financial report
- Canceled checks and deposit slips
- Receipts for all income
- Bills for all expenses
- Inventory records

The audit committee found the following conditions:

The audit committee makes the following recommendations:

This certifies that the audit committee has reviewed the record keeping and financial balances and finds them:
(Check one box)

- In order;
- In order upon implementation of recommendation;
- Requiring further review and action.

Signatures of auditing committee:
