

4-H Program Annual Financial Audit Committee Certification

(Effective: October 1, 2012)

Any 4-H club/group that receives or spends club funds, regardless of the amount, must complete this form along with the Annual Club Financial Summary. **Submit both of these documents (plus your most recent bank statement, if applicable) to your local Extension Office by November 1st.**

County (name):

Name of Club or Group:

Actual date audit was conducted:

We have carefully audited the available financial records and accounts for this club/group on the date noted above and certify this report to be correct to the best of our knowledge. {Provide any comments or recommendations in the space provided below.}

Signature:

Date:

Signature:

Date:

Signature:

4-H Club / Group Financial Audit Form Checklist

Dates Covered by Audit: (from)

(to)

Name of Club/Group:

Treasurer's Name:

Yes No

1. Are the group's funds on deposit at only one bank?

Bank Name:

2. Have funds been reported and deposited appropriately?

3. Does the bank balance agree with the balance in the treasurer's record?

4. Have amounts received and amounts spent be promptly entered in the treasurer's record with the date and explanation of the transaction?

5. Have all checks been signed by two members -- the treasurer and at least one other member authorized by the club / organization?

6. Are these two people from different families?

7. Have all disbursements been made by check?

8. Have any checks been made to cash?

9. Are all checks pre-numbered and pre-printed?

10. Have any counter checks been used?

11. All disbursements are properly documented. Supporting documents include evidence of purchase, original receipt, and approval.

12. All such support documents are cancelled in a manner that assures they cannot be reused.

13. Those authorized to sign checks are bonded, if annual receipts total more than \$10,000.

14. Voided checks are available for inspection.

15. Printed pre-numbered receipt forms are properly used for receipt of cash, and carbon copies are kept and maintained.

16. Restrictive endorsements (i.e., using the phrase "For deposit only") is placed on incoming checks as soon as they are received.

17. Financial Overages or shortages are properly recorded in the treasurer's records.

18. Bank deposits are certified by means of a duplicate deposit slip or entry in the checkbook