



# 4-H Club Treasury Review Form

## Due December 1 of current year

4-H Club Name \_\_\_\_\_

**Financial Review Committee:**

The financial review committee is comprised of two adult leaders and two 4-H members. *(If you have a new club treasurer, may be a good idea to have the new treasurer as part of the review committee.)* Committee members may not be signatories on the club’s financial account(s) or have familial or financial relationships to the treasurer.

**Procedures for the Committee:**

1. Check each month’s reconciled bank statement and canceled checks. Make sure the ledger (check register) 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 (check register).
4. Total all deposits made to bank account. This total should equal the total of all funds received.
5. Total all expenditures. Verify that a written bill (or store receipt) is on file for each expenditure. Verify that all expenditures were paid by check, not cash.
6. Examine the Annual Financial Report and/or the Yearly Summary of Club Finances (see “The 4-H Treasurer’s Record Book”).
7. The treasurer’s total balance at the beginning of the year, plus all funds received, minus all expenditures, must equal the treasurer’s total balance at the end of the year.
8. Examine the club minutes for monthly financial reports and club approval of all expenditures.
9. Examine the club inventory sheet (if have one) and make sure that a letter or receipt is on file for each item, documenting donor, date, and value.

**Financial Review Committee Checklist:**

- |  |  |
|--|--|
| _____ Club budget and any addendum                                     | _____ Cancelled checks and deposit slips |
| _____ Treasurer’s ledger reports                                       | _____ Receipts for all income            |
| _____ Bank statements  | _____ Bills for all expenses             |
| _____ Year-end financial report and/or yearly summary of club finances |  |

**Financial Review Date:** \_\_\_\_\_

IRS Tax ID # (EIN) \_\_\_\_\_

Persons authorized to sign on financial account(s):

\_\_\_\_\_  
\_\_\_\_\_

Our bank records are in the possession of: \_\_\_\_\_

**Summary of Bank Account(s)**

	<b>Account #1</b>	<b>Account #2</b>
<b>Account Number</b>		
<b>Type of Account</b>		
<b>Bank Name</b>		
<b>Balance, October 1*</b>		
<b>Total Expenses for the year</b>		
<b>Total Income for the year</b>		
<b>Balance, September 30*</b>		

\*Use nearest bank statement

The Financial Review Committee has found the following conditions in the club's financial records:

The Financial Review Committee makes the following recommendations:

This certifies that the financial review committee has reviewed the record keeping and financial balances and finds that they: (check one)

- Are in order
- Will be in order upon implementation of recommendation
- Require further review and action (This should be done within 30 days of the financial review).

Signatures of Financial Review Committee:

\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

**Keep one copy with the treasurer files.**

**Return one copy to:** Rolling Prairie Extension District Howard Office  
130 South Pennsylvania, P.O. Box 647  
Howard, KS 67349