When completing a monthly treasurer’s report please consider the following items:

**Club Account**
- All clubs must have an Employer Identification Number (EIN).
- Bank accounts must have 2 signatures on them from non-related youth or adults?

**Bank Supported Documentation**
- Official bank statements from the bank account must be submitted with each monthly treasurer report.

**Expenses**
- Canceled checks should be included with the bank statements and contain two signatures.
- All expenses listed in the treasurer’s report must have receipts attached.
- All expenses must trace to the bank statement.

**Income and Deposits**
- All income must be deposited into the account in a prompt manner.
- Deposit slips must be submitted with each treasurer’s report.
- Income listed in the treasurer’s report must trace to the deposit slips.
- Deposits must trace to the bank statement?
4-H Club Monthly Treasurer’s Report

Please Submit ALL Reports by October 31.

This Form must be completed monthly and submitted with account bank statements.

4-H Club/Authorized Group__________________________________________________________

1. State the beginning balance: As of Date:________________________
   Checking:__________   Savings:__________   EAC:__________   Total:__________

   **Income:**
<table>
<thead>
<tr>
<th>Date</th>
<th>Received from</th>
<th>Description</th>
<th>Cash or Check #</th>
<th>Amount</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Total amount received for the month: ________

   **Expenses:**
<table>
<thead>
<tr>
<th>Date</th>
<th>Paid to</th>
<th>Description</th>
<th>Check #</th>
<th>Amount</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Total amount of expenses for the month: ________

Add additional sheet if needed.

2. Indicate closing balance: As of Date:________________________
   Checking:__________   Savings:__________   EAC:__________   Total:__________

   **For checking account, do the following:**
   - Add total of outstanding checks that have not shown up on the bank statement: ________
   - Subtract total of deposits not showing up on bank statement: ________
   - Adjusted balance should agree with bank statement: ________

   *Attach bank statement, receipts, and cancelled checks.*

Prepared by:_________________________  Accepted by:_________________________

Club Treasurer:____________________  Club President:____________________

Date:____________________________  Date:____________________________
ANNUAL AUDIT CHECKLIST FOR 4-H CLUBS

Following the conclusion of the 4-H fiscal year, the club treasurer’s book should be audited by two volunteers and two youth, unrelated. The auditors should then sign off on the Annual Financial Summary Report Form.

Below is an audit checklist to assist volunteers and members in completing the audit of the club treasurer’s book.

Section 1: Treasurer’s Reports
___ 1. Is there a treasurer’s report for each month?

Section 2: Bank Statements
___ 1. Are bank statements attached to the treasurer’s reports?
___ 2. Are all 12 bank statements for the year attached?

Section 3: Expenses
___ 1. Are canceled checks included with the bank statements?
___ 2. Do all cancelled checks have two signatures?
___ 3. Do all expenses listed in the treasurer’s report have receipts attached?
___ 4. Were all receipts available to support all checks written?
___ 5. Does each check have an invoice or receipt to justify the expense?
___ 6. Do all expenses trace to the bank statement?

Section 4: Deposits
___ 1. Are there deposit slips attached to each treasurer’s report?
___ 2. Does all income listed in the treasurer’s report trace into deposit slips?
___ 3. Were all deposits made in a prompt manner?
___ 4. Does all income trace to the bank statement?

Section 5: Club Account
___ 1. Does the club have an Employer Identification Number (EIN)?
___ 2. Do all bank accounts have 2 signatures on them?