



# 4-H CLUB TREASURY REVIEW FORM



FORM DUE OCTOBER 1 OF NEW 4-H YEAR

4-H Club: \_\_\_\_\_ Year: Oct. 1, 20 \_\_\_\_ to September, 20 \_\_\_\_

### Financial Review Committee:

The financial review committee is comprised of two adult leaders and two 4-H members. Committee members should not have familial or financial relationships with 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 and make sure that a letter or receipt is on file for each item, documenting donor, date, and value.

### Financial Review Committee Checklist

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|---|--|
| ____ Club/Unit budget and any addendum                                | ____ Canceled checks and deposit slips |
| ____ Treasurer's ledger reports                                       | ____ Receipts for all income           |
| ____ Financial institution statements (bank statements)               | ____ Bills for all expenses            |
| ____ Year end financial report and/or Yearly Summary of Club Finances |  |

Financial Review Date: \_\_\_\_\_ IRS Tax ID# (FEIN): \_\_\_\_\_

Persons Authorized to sign on financial account(s):

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

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

Kansas State University Agricultural Experiment Station and Cooperative Extension Service, Manhattan, Kansas

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**Summary of Bank Account(s)**

	<b>Account #1</b>	<b>Account #2</b>	<b>Account #3</b>
<b>Account Number</b>			
<b>Type of Account</b>			
<b>Bank Name</b>			
<b>Balance, October 1, 20__*</b>			
<b>Total Expenses for the Year</b>			
<b>Total Income for the Year</b>			
<b>Balance, September 30, 20__*</b>			

\*Use nearest bank statement date

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

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The Financial Review Committee makes the following recommendations:

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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 recommendations
- Require further review and action (This should be done within 30 days of the financial review).

Signatures of Financial Review Committee:

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

Dated \_\_\_\_\_

**FORM DUE TO EXTENSION OFFICE BY OCTOBER 1 OF NEW 4-H YEAR**

**Accepted: Executive Board Chair** \_\_\_\_\_ **Date** \_\_\_\_\_