



New Jersey



4-H CLUB TREASURY AUDIT FORM

All 4-H club treasuries should be audited once a year. 4-H clubs that have a balance of \$100 or more anytime during the year must complete an audit. The audit is to be performed by someone outside of the club.

4-H Club Name _____ Year _____

ANNUAL FINANCIAL SUMMARY

Amount

Balance on hand, beginning of year \$ _____

Total income for year(add) \$ _____

Total expenses for year(subtract) \$ _____

Balance on hand, end of year(total) \$ _____

AUDIT CHECKLIST

- _____ Monthly Financial Reports were reviewed.
- _____ All income is accounted for.
- _____ Expenses were properly recorded.
- _____ Bank account(s) ledgers were reviewed.

List any expenses without receipts or that are questionable.

Date	Check #	Payee	Expense (list item)	Reason/concern
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Other Comments:

I have examined the financial records of the above named club and have found them to be:

_____ In order.

_____ In order, but in need of better organization or record keeping.

_____ Not in order.

Suggestions for improvement: _____

Auditor's Name _____ Treasurer's Signature _____

Auditor's Signature _____ Leader's Signature _____

Date _____

9/28/00 - Ginny Powell, adapted from T. C. Buchanan

**RUTGERS COOPERATIVE EXTENSION
N.J. AGRICULTURAL EXPERIMENT STATION
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
NEW BRUNSWICK**

Distributed in cooperation with U.S. Department of Agriculture in furtherance of the Acts of Congress on May 8 and June 30, 1914. Rutgers Cooperative Extension works in agriculture, family and consumer sciences, and 4-H. Zane R. Helsel, Director of Extension. Rutgers Cooperative Extension provides information and educational services to all people without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Rutgers Cooperative Extension is an Equal Opportunity Employer.