



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**

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