



# 4-H CLUB, GROUP OR COMMITTEE AUDIT CHECKLIST

**Audit Checklist for 4-H Fiscal Year: July 1, \_\_\_\_\_ through June 30, \_\_\_\_\_**

**Checklist completed by: \_\_\_\_\_**

**Names of Auditors:**

\_\_\_\_\_

**Date of Audit: \_\_\_\_\_**

All 4-H Clubs and chartered Groups must have their financial accounts audited annually at the end of the fiscal year and whenever a new treasurer takes office. The purpose of this checklist is a tool to assist the 4-H youth treasurer, and the adult volunteer working with the 4-H club or group finances and the auditors for the accounts in their review.

- It is recommended that a copy of this completed checklist be part of the 4-H Club or Group financial record files.
- All items that have been marked, *no*, need to be corrected.
- A copy may be requested by the 4-H Youth Development Educator to be submitted with the Annual 4-H Charter Renewal Document.
- The Wisconsin 4-H Youth Development Policies/Financial Policies provide required guidelines for handling 4-H money.

YES	NO	
		All 4-H accounts and funds are in an approved financial institution.
		Treasurer has kept a separate written record of the group's income and expenses (a ledger, spreadsheet, or report). The record begins July 1 and ends June 30.
		Bank statements are reconciled with the checkbook each month and the checkbook is balanced. Outstanding checks have been identified and listed in the financial records.
		All checks written, included voided checks are accounted for in the checkbook ledger.
		Bank statements match all financial record balances (in the treasurer's reports, ledgers, spreadsheets, etc.)
		The beginning balance on the Annual Financial Report matches the previous year's ending balance (as of June 30) on the bank statement and other records.
		All funds received have a matching receipt, gift acknowledgement letter, or other paper documentation proving the proper amount was deposited in a timely manner in the authorized 4-H account in the bank/credit union.

			All checks written have a matching receipt, invoice, or request for payment form.
			The ending balance on the Annual Financial Report matches the ending balance (as of June 30) on the bank statement and other records.
			The Annual Financial Report includes the EIN number, account names/numbers, and all other information requested.
			Any errors in addition or subtraction have been corrected on the Annual Financial Report and in the financial records.
			Those completing the audit are two persons not related to the treasurer or persons on signature with the 4-H accounts.
			If excess funds are held by the 4-H club or group, an approved 5 year plan is in place to spend down the 4-H funds.
			Signatures on the Annual Financial Report are in place including the two auditor's signatures.
			If needed, suggestions have been made below regarding using and keeping receipts, filing appropriate records, or any tips for a new treasurer.

Comments or suggestions:

Adapted by Sarah Wilcox, 4-H Youth Development Advisor, UW-Extension Douglas County and Sue Pleskac, 4-H Volunteer Leadership Specialist from the Walworth County 4-H Youth Development Program Website

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