



MAINE 4-H 4-H CLUB TREASURY AUDIT FORM

All 4-H club treasuries should be audited once a year. All 4-H clubs must complete an audit. The audit is to be performed by two adults who are not related to the treasurer. Report is submitted to the Penobscot County Office by the third Thursday of October each year (4-H Year is October 1st to September 30th)

4-H Club Name _____ Year _____
 Bank Name _____ Checking ___ Savings ___
 Signatories on the bank account are: _____

<u>ANNUAL FINANCIAL SUMMARY</u>	<u>AMOUNT</u>
Bank Balance, beginning of year.....	\$ _____
Total income for year (all money received) (add)	\$ _____
Total expenses for year (all payments made) (subtract)	\$ _____
Bank Balance, end of year..... (total)	\$ _____
Total Cash on hand \$ _____ Cash is in the possession of _____	

AUDIT CHECKLIST: [NOTE: Please attach copies of your bank statements]

- _____ Accounted for all income
- _____ Expenses were properly recorded
- _____ Bank account(s) ledgers were reviewed

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

COMMENTS:

1. Auditor's Name _____ Treasurer's Name _____
 1. Auditor's Signature _____ Treasurer's Signature _____
 2. Auditor's Name _____ Leader's Name _____
 2. Auditor's Signature _____ Leader's Signature _____

Answer the following questions on the back or attach another page, please:

- During the year we earned money by these methods:
- How our money was spent:

In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the University of Maine System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation—including transgender status or gender expression—national origin, citizenship status, age, disability, or veterans' status in employment, education, and all other areas of the University System. The University provides reasonable accommodations to qualified individuals with disabilities upon request.