

# 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

Bank Name

Year

Checking Savings

Signatories on the bank account are: ANNUAL FINANCIAL SUMMARY AMOUNT

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

1. Auditor’s Signature
2. Auditor’s Name
3. Auditor’s Signature

Treasurer’s Name Treasurer’s Signature Leader’s Name 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:

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Prepared by Barbara A. Baker 3/24/14 based on several other state forms and work by Debra Kantor; reviewed by Dennis Harrington