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:____________________________________________________

ANNUAL FINANCIAL SUMMARY

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 ___________________
2. Auditor’s Signature ________________ Treasurer’s Signature ________________
1. 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:

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