

# 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 must be submitted to the York County Office by the October 15th*** *(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

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.

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

**Please provide a brief explanation for each of the following:**

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