

# 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

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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

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

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