



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 _____ Year _____
 Bank Name _____ 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 _____ Treasurer's Name _____
 1. Auditor's Signature _____ Treasurer's Signature _____
 2. Auditor's Name _____ Leader's Name _____
 2. Auditor's Signature _____ 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: