

To be completed by Financial Review/Audit Committee

4-H Unit/Club Financial Review/Audit

Name of 4-H Unit/Club:

Date Reviewed:

Reviewed by:

Financial Checklist	Yes	No
Checking/savings accounts use Employer Identification Number; no personal Social Security numbers included		
Checking account is a duplicate check system.		
Checking account has two signatures of unrelated persons.		
Treasurer's report is presented at each meeting.		
Official receipts are provided for donations.		

Financial Review/Audit Information Requested	Requested Information Included?			
	Yes	Partially	No	Not Applicable
1 Year of Bank Statements (Minimum)				
Checking				
Savings				
Checkbook Register				
Savings Account Register				
Deposit Slips/Logs				
List of Receipts				
List of Expenses				
Copies of Receipts (e.g., purchases, bank deposits, etc.)				
Treasurer's Report				
List of Tangible Assets (e.g., dog agility, shooting sports equipment, etc.)				
Other Information?				

Comments/Recommended Actions for 4-H Unit/Club:

Circle One: Extension Office Copy 4-H Unit Copy