Tip Sheet

CFAES

Lorain County 4-H Audit

How to prepare for an audit

Who

All 4-H clubs, boards, committees, and groups will be audited on a three-year rotation. Even clubs that do not have a checking account will be called up for audit.

What

All documents listed to the right are required to be turned in for review by our county audit committee.

Where

All documents are to be turned into the OSU Extension office in Lorain County. This is located at the Ag Center at 42110 Russia Rd. Elyria, Ohio.

When

All documents, since the last audit, are due no later than January 31 of the year you are scheduled for an audit.

Why

An audit ensures accuracy, compliance, accountability, and transparency in our 4-H program. Additionally, this is an opportunity to teach our youth about financial management.

Financial records

All bank statements and the check book register.

Treasurer's Records

All copies of all treasurer's reports that are shared with the membership at each meeting.

Secretary's Records

All copies of secretary's minutes that are shared with the members at each meeting.

Supporting Documentation

Expenditures: bills, invoices, and receipts for all transactions

Income: receipts, cash count form, etc.

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Process

1. Complete the club internal audit by December 15. This ensures that club volunteers, parents, and youth are involved in the process.
2. Collect and organize all required documentation into a folder, notebook, or manila envelope.
3. Turn in documentation packet to the OSU Extension Office no later than January 31.
4. Audit packets are prepared for the audit committee. Packets are reviewed in the order that they are received.
5. Audit committee reviews packet and prepares a written evaluation.
6. The written evaluations are reviewed by the 4-H Educator and Program Assistant.
7. Audit results are compiled in a letter indicating the audit status of passed or failed. 4-H entity is notified that the audit is ready for pick-up.
8. Letter and audit documentation are signed for and picked up by a club volunteer or exec member. The audit committee and 4-H staff try to complete all audits by March 31.

Audit Passed

When an audit is passed, the 4-H entity will be called up for audit in three years.

Audit Passed, needs improvement

Audits receiving this designation are provided with a list of specific areas in need of improvement and will be called for audit in two years.

Audit Failed

When a 4-H entity does not pass an audit, 4-H entity leader(s) have a meeting with the 4-H professionals to review the audit findings and explain what improvements need to be made. The entity will be called for audit the next year.

If a 4-H entity fails an audit the following year, the entity is placed on probation. A third failure results in loss of financial privileges.

Financial Forms

4-H entities are encouraged to use the financial forms found in the Officer's SOP Manual. This is available on the website or from the office.