Ohio 4-H Clubs and Committees Financial Summary & Audit
Complete and Return a Copy to the Lorain County 4-H Office by December 15th.
Maintain A Copy with Your 4-H Club or Committee Financial Records!

The following form should be completed when conducting an audit. Make sure to follow the Audit Steps outlined in the *4-H Club/Affiliate Audit Procedures* guidelines.

Name of 4-H Club or Committee: _____

EIN Number: _____ Date of Review/Audit: _____

Name(s) of Volunteer(s) associated with group:

1._____ 2. _____

3._____ 4. _____

Name of Club/Affiliate Treasurer: _____

Accounts Reviewed:

Type of Account	Bank/Financial Institution	Bank Address	Balance as of 12/31	Signers on the Account (minimum of 2)	Name of who receives bank statements or has on-line view only access:
Checking					
Savings ***(would be an option for affiliates)***					
Other ***(would be an option for affiliates)***					

Reference:
UW-Madison Extension (2021) *4-H Club, Group, or Committee Audit Checklist*
https://4h.extension.wisc.edu/files/2021/06/Fillable-Audit-Checklist.pdf

Epley, H.K and Dick, J. Edited 1/18/24 by Avers, M.; Hoyt, J., Ryan, M. & West, T.

Checklist of items to review: The purpose of this checklist is to assist the 4-H youth treasurer, the adult volunteer working with the 4-H club or group finances and the auditors in their review. All items that have been marked, 'no' need to be corrected and explained in the comments or recommendations section.

YES	NO	
☐	☐	All 4-H accounts and funds are in an approved FDIC financial institution.
☐	☐	The treasurer has kept a separate written record of the group's income and expenses (a ledger, spreadsheet, or report).
☐	☐	Donor records match recorded receipts. (If not, document any differences.)
☐	☐	Deposits are one week or less for the dates of income receipts to dates of deposits. (Document any extended delays of more than a week.)
☐	☐	There are not any checks that are outstanding. If there are outstanding checks, list the number and date of issue here:
☐	☐	All checks written, including voided checks, are accounted for in the checkbook written record (ledger, spreadsheet, or report).
☐	☐	When reviewing the numerical sequence of canceled and unused checks, all are accounted for. **If not, list any missing checks here:**
☐	☐	Documentation (invoice, cash register receipt, request for payment form) matches each cancelled or electronic check images.
☐	☐	All receipts/expenditures match bank statements and are recorded on the written record (ledger, spreadsheet, or report).
☐	☐	When comparing receipts/expenditures to budget, the level of activity appears within the approved budget or included as approved in the meeting minutes.
☐	☐	Bank statements are reconciled with the checkbook each month and the checkbook is balanced.
☐	☐	Bank statements match all financial record balances (in the treasurer's reports, ledgers, spreadsheets, or report, etc.).
☐	☐	When viewing a select sample of 25% of expenditures, the expenditures were authorized according to the minutes.
☐	☐	The beginning balance on the Annual Financial Summary matches the previous year's ending balance (as of December 31) on the bank statement and/or other records.
☐	☐	The ending balance on the Annual Financial Summary matches the ending balance of the written record (ledger, spreadsheet, or report).
☐	☐	Any errors in addition or subtraction have been corrected on the Annual Financial Summary and in the financial records.
☐	☐	If funds being carried forward into the new program year are greater than the club's/affiliate's average annual expenses, an approved (no more than 5-year) plan, (by the county 4-H professional) is in place to spend down the funds.
☐	☐	Those completing the audit are at least four persons not related to the treasurer or persons on signature with the 4-H accounts.
☐	☐	For affiliates: If certificates of deposit are owned, they are still on deposit with the bank. If no longer on deposit, documentation of funds being deposited into another account (I.e. Checking account, endowment, donation) is provided. Clubs shall not hold CDs.

Reference:
UW-Madison Extension (2021) *4-H Club, Group, or Committee Audit Checklist*
https://4h.extension.wisc.edu/files/2021/06/Fillable-Audit-Checklist.pdf

Epley, H.K and Dick, J. Edited 1/18/24 by Avers, M.; Hoyt, J., Ryan, M. & West, T.

Provide mathematical accuracy of records:

Checking Account Balance12/31/previous year	_____
+ Receipts During current year	_____
- Expenditures During current year	_____
Balance 12/31/current year	_____

Check all that were used for this review/audit:

- ☐ Bank Statements
- ☐ Cancelled or Electronic Images of Checks
- ☐ Checkbook Registry
- ☐ 4-H Club/Affiliate Yearly Financial Summary
- ☐ Deposits
- ☐ Meeting Minutes
- ☐ Receipts
- ☐ Record of Financial Transactions/Ledger/Computer Accounting Record/Written Report
- ☐ Treasurer's Reports
- ☐ Other _____

Please list any comments or recommendations. Specify any discrepancies and/or recommendations for how to better keep track of financial records in the future. If an item received a 'no' on the checklist, specify how to correct this in the future. Attach additional pages as needed.

Date of Audit: _____

Names and Signatures of Audit & Review Committee	
Print Name	**Signature**

Reference:
UW-Madison Extension (2021) *4-H Club, Group, or Committee Audit Checklist*
https://4h.extension.wisc.edu/files/2021/06/Fillable-Audit-Checklist.pdf

Epley, H.K and Dick, J. Edited 1/18/24 by Avers, M.; Hoyt, J., Ryan, M. & West, T.