



4-H CLUB, GROUP OR COMMITTEE AUDIT CHECKLIST

Audit Checklist for 4-H Fiscal Year: July 1, _____ through June 30, _____

Checklist completed by: _____

Names of Auditor(s): Two persons not related to the treasurer or persons on signature with the 4-H accounts.

Date of Audit: _____

All 4-H Clubs and chartered Groups must have their financial accounts audited annually at the end of the fiscal year and whenever a new treasurer takes office. The purpose of this checklist is a tool to assist the 4-H youth treasurer, and the adult volunteer working with the 4-H club or group finances and the auditors for the accounts in their review.

- It is recommended that a copy of this completed checklist be part of the 4-H Club or Group financial record files.
- All items that have been marked, *no*, need to be corrected.
- A copy may be requested by the 4-H Youth Development Educator to be submitted with the Annual 4-H Charter Renewal Document.
- The Wisconsin 4-H Youth Development Policies/Financial Policies provide required guidelines for handling 4-H money.

| YES | NO | |
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| | | All 4-H accounts and funds are in an approved financial institution. |
| | | Treasurer has kept a separate written record of the group's income and expenses (a ledger, spreadsheet, or report). The record begins July 1 and ends June 30. |
| | | Bank statements are reconciled with the checkbook each month and the checkbook is balanced. Outstanding checks have been identified and listed in the financial records. |
| | | All checks written, included voided checks are accounted for in the checkbook ledger. |
| | | Bank statements match all financial record balances (in the treasurer's reports, ledgers, spreadsheets, etc.) |
| | | The beginning balance on the Annual Financial Report matches the previous year's ending balance (as of June 30) on the bank statement and/or other records. |
| | | All funds received have a matching receipt, gift acknowledgement letter, or other paper documentation proving the proper amount was deposited in a timely manner in the authorized 4-H account in the bank/credit union. |

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| | | | All checks written have a matching receipt, invoice, or request for payment form. |
| | | | The ending balance on the Annual Financial Report matches the ending balance (as of June 30) on the bank statement and/or other records. |
| | | | The Annual Financial Report includes the EIN number, account names/numbers, and all other information requested. |
| | | | Any errors in addition or subtraction have been corrected on the Annual Financial Report and in the financial records. |
| | | | Those completing the audit are two persons not related to the treasurer or persons on signature with the 4-H accounts. |
| | | | If excess funds are held by the 4-H club or group, an approved 5 year plan is in place to spend down the 4-H funds. |
| | | | Signatures on the Annual Financial Report are in place including the auditor's signatures. |
| | | | If needed, suggestions have been made below regarding using and keeping receipts, filing appropriate records, or any tips for a new treasurer. |

Comments or suggestions:

Adapted by Sarah Wilcox, 4-H Youth Development Advisor, UW-Extension Douglas County and Sue Pleskac, 4-H Volunteer Leadership Specialist from the Walworth County 4-H Youth Development Program Website

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