



UW-MADISON EXTENSION

4-H CLUB, GROUP OR COMMITTEE AUDIT CHECKLIST

July 2023

4-H Club or Group Name _____

4-H Club or Group Leader _____

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

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

****This checklist should be completed by one or both auditors****

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 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.

- A copy of this completed checklist must be attached and uploaded with the Annual Financial Report.
- All items that have been marked, *no*, need to be corrected.
- The Wisconsin 4-H Youth Development Policies/Financial Policies provide required guidelines for handling 4-H money.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	All 4-H accounts and funds are in an approved financial institution.
<input type="checkbox"/>	<input type="checkbox"/>	The treasurer has kept a separate written record of the group's income and expenses (a ledger, spreadsheet, or report). For 4-H Clubs and Groups with activity of \$20K and over, this must be attached and uploaded with the Annual Financial Report.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	All checks written, including voided checks are accounted for in the checkbook ledger.
<input type="checkbox"/>	<input type="checkbox"/>	Bank statements match all financial record balances (in the treasurer's reports, ledgers, spreadsheets, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.

<input type="checkbox"/>		<input type="checkbox"/>	All checks written have a matching receipt, invoice, or request for payment form.
<input type="checkbox"/>		<input type="checkbox"/>	The ending balance on the Annual Financial Report matches the ending balance (as of June 30) on the checking/savings register.
<input type="checkbox"/>		<input type="checkbox"/>	The Annual Financial Report includes the EIN number, account names/numbers, signatures and all other information requested.
<input type="checkbox"/>		<input type="checkbox"/>	Any errors in addition or subtraction have been corrected on the Annual Financial Report and in the financial records.
<input type="checkbox"/>		<input type="checkbox"/>	Those completing the audit are two persons not related to the treasurer or persons on signature with the 4-H accounts.
<input type="checkbox"/>		<input type="checkbox"/>	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.
<input type="checkbox"/>		<input type="checkbox"/>	Verify that the 4-H Club or Group has an appropriate segregation of duties with cash management. Reach out to the 4-H Educator if you have any questions.
<input type="checkbox"/>		<input type="checkbox"/>	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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