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

Checklist completed by: _________________________________________________

Names of 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 a tool to assist the 4-H youth treasurer, 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.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All 4-H accounts and funds are in an approved financial institution.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>All checks written, included voided checks are accounted for in the checkbook ledger.</td>
</tr>
<tr>
<td></td>
<td>Bank statements match all financial record balances (in the treasurer’s reports, ledgers, spreadsheets, etc.)</td>
</tr>
<tr>
<td></td>
<td>The beginning balance on the Annual Financial Report matches the previous year’s ending balance (as of June 30) on the bank statement and other records.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>All checks written have a matching receipt, invoice, or request for payment form.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td>The ending balance on the Annual Financial Report matches the ending balance (as of June 30) on the bank statement and other records.</td>
<td></td>
</tr>
<tr>
<td>The Annual Financial Report includes the EIN number, account names/numbers, and all other information requested.</td>
<td></td>
</tr>
<tr>
<td>Any errors in addition or subtraction have been corrected on the Annual Financial Report and in the financial records.</td>
<td></td>
</tr>
<tr>
<td>Those completing the audit are two persons not related to the treasurer or persons on signature with the 4-H accounts.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Signatures on the Annual Financial Report are in place including the two auditor’s signatures.</td>
<td></td>
</tr>
<tr>
<td>If needed, suggestions have been made below regarding using and keeping receipts, filing appropriate records, or any tips for a new treasurer.</td>
<td></td>
</tr>
</tbody>
</table>

Comments or suggestions: