



Audit Checklist for 4-H Year Sept. 1, \_\_\_\_\_ through August 31, \_\_\_\_\_.

Checklist completed by: \_\_\_\_\_

Names of Auditors: \_\_\_\_\_

Date of Audit: \_\_\_\_\_

All 4-H Clubs and chartered Groups must have their financial accounts audited annually. 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.

YES	NO	
		All 4-H account 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 Sept. 1 and ends August 31.
		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, including 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 Aug. 31) on the bank statement and other records.
		Club has prepared a budget for the year and it has been approved by members.
		All funds (cash and checks) 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.
		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 Aug. 31) on the bank statement and other records.
		The Annual Financial Report includes the EIN number, account name/numbers, and authorized signatories (adult and youth).
		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 two 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.

\* Excess funds may be different with respect to the size of the club membership but shall not exceed \$5,000.

Comments or suggestions:

The \_\_\_\_\_ 4-H Club of \_\_\_\_\_ County has been reviewed by the audit committee and is found to be:

\_\_\_\_\_ In Good Standing (meaning all items on the checklist are documented and identified)

\_\_\_\_\_ Needs additional information (see those items not checked yes)

\_\_\_\_\_ Will be referred for further investigation (significant omissions or errors in documentation)

(Name –Print)

Signature

Date

Adapted from the University of Wisconsin Extension and Outreach.

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