

Wyoming 4-H

Annual Treasurers' Report

Club/Group Name:

Treasurer:



The annual treasurers' report will be completed by the club/group treasurer and the club/group financial review committee. This report will be submitted upon completion to the County Extension office as part of the chartering process.

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Annual Financial Report

This form is to be completed by the club/group treasurer and provided to the financial review committee. The information collected for this form should cover the past twelve months of financial information.

Name of 4-H Club/Group _____ Year _____

Name of Bank /Credit Union: _____ EIN# _____

Account Type: _____ Checking Account _____ Savings Account
 _____ Club does not have a bank account

List names on Bank Signature Card: _____

Annual Club/Group Financial Overview

<u>Checking Account</u>	<i>Amount</i>
Beginning Balance	\$ _____
Total income for year	<i>(add)</i> \$ _____
Total expenses for year	<i>(subtract)</i> \$ _____
Ending balance on hand	<i>(total)</i> \$ _____
 <u>Savings Account</u>	
Beginning Balance	\$ _____
Total deposits	<i>(add)</i> \$ _____
Total withdrawals	<i>(subtract)</i> \$ _____
Ending balance	<i>(total)</i> \$ _____

Checklist of documents the club treasurer will need to provide to reviewers/audit committee
(The items listed below will need to be provide to the financial review committee)

- Account Journal (up-to-date)
- Annual club/group financial report (this report)
- Bank statements (most recent 12 months)
- Receipts (expense receipts and bank deposit receipts)
- Inventory report (up-to-date)

Annual Financial Review Form

All chartered 4-H clubs and groups under the direction of the University of Wyoming Extension 4-H Program must complete an annual financial review. This form is to be completed by the club/group financial review committee.

Checklist for reviewers *(The items listed below should be reviewed by the financial review committee)*

- Account Journal reconciled with bank statements and match annual financial report
- Deposits are documented with bank receipts
- Expenses are documented with receipts
- Checks contain appropriate signatures (if able to determine)
- Inventory report is up-to-date and accurate *(may review minutes or account journal for accuracy)*

List any income and/or expenses without receipts and/or entries without proper documentation of source or purpose.

Date	Check #	Payee	Expense (list item)	Reason/Concern

Suggestions for improvement/ Reviewers' comments:

We have examined the financial records of the club/group and found them to be:

- In order
- In order, but need better organization or record keeping
- Not in order

Date review was conducted _____

Members of the review committee:

Reviewer 1 _____ Signature _____

Reviewer 2 _____ Signature _____

Reviewer 3 _____ Signature _____