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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Wyoming 4-H/Youth Development Program

Account Journal

<u>Example</u>

Date	Check #	Source and Purpose	Debit (expense)	Credit (Deposit)	Balance
		Beginning Balance start of year	(expense)	(Deposit)	\$ 894.46
		Beginning Bulunce sturt of year			Ş 894.40
12/21/16	1046	Wal-Mart – food/supplies for club party	\$ 187.36	\$	\$ 707.10
2/6/17		Club Fundraiser – Chili Dinner	\$	\$ 625.00	\$ 1332.10
4/26/17	1047	Hanna Jones – scholarship national 4-H trip	\$ 250.00	\$	\$ 1082.10

Record each expense and deposit made in the journal below. The journal will be used to reconcile the account with the bank statements. The journal will also be used in the financial review/audit process.

Date	Check # (Check when cleared)	Source and Purpose	Debit (expense)	Credit (deposit)	Balance
		Beginning balance			\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
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Annual Treasurers' Report

		Account Journal This page can be copied for additional e	ntries.		
Date	Check # (Check when cleared)	Source and Purpose	Debit (expense)	Credit (deposit)	Balance
		Ending balance from previous page			\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
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	d		\$	\$	\$

Annual Treasurers' Report

Inventory Report

Club/Group Name:

Club/group does not have any inventory.

List all equipment or property purchased by the club/group, or equipment or property donated to the club or group. This list needs be updated as needed and maintained for the duration the club/group is active.

Date Acquired	Item Description (Include serial # or model # when appropriate)	Purchase Price	Storage Location	Disposal Date
9/1/01	12 pocket monthly file folder	\$ 28.98	Treasure's house	
3/24/16	Fitting Stand – Donated by John French	\$ Donated	Smith's House	
		\$		
		\$		
		\$		
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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,	Year:				
Name of Bank /Credit	Union:		EIN#		
Account Type:	Checking Acc	count		_Savings Accour	nt
-	Club does no	ot have a ba	ank ac	count	
List names on Bank Si	gnature Card:				
Annual Club/Group Fi	nancial Overview				
<u>Checking</u>				Amount	
Beginning Bala			\$		
Total income f		(add)	\$		
Total expenses		(subtract)	\$		
Ending balance		(total)	\$		
<u>Savings</u>					
Beginning Bala	ince		\$		
Total deposits		(add)	\$ <u> </u>		
Total withdraw		(subtract)	\$		
Ending balance	9	(total)	\$		

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 #	Рауее	Expense (list item)	Reason/Concern

Suggestions for improvement/ Reviewers' comments:

We have examined the financial records of the club/group and found then 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	
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