



END OF YEAR CLUB FINANCES

2016-2017 4-H Year Pennington County 4-H

Club Name: _____

_____ Our 4-H club does not have a bank account or hold any funds.
Skip to end of form, sign and submit it to the Pennington County 4-H Office.

_____ Our 4-H club does have a bank account and has funds to report.
Complete the rest of the form, sign and submit it to the Pennington County 4-H Office along with the audit report found in the South Dakota 4-H Treasurer's Book on Pages 15 and 16. <http://igrow.org/up/resources/01-4040-2015.pdf>

Financial institution where club funds are held: _____

Mailing Address for Bank Statements: _____

Employer Identification Number (EIN) being used: _____

Beginning Account Balances:

Checking Account(s): _____
 Saving Account(s): _____
 Investments(CD's or other): _____

Ending Account Balances:

Checking Account(s): _____
 Saving Account(s): _____
 Investments(CD's or other): _____
 Total Ending Cash Balances: _____
As of September 31, 2017

Revenue:

Donations & Gifts: _____
 Fund Raising: _____
 Grants: _____
 Total Interest/Investment Income : _____
 Miscellaneous: _____
 Insurance: _____
 Fees: _____
 Total Revenue: _____

Expenses:

Salaries/Wage Benefits: _____
 Travel: _____
 Contractual Services(*rent, utilities, maintenance*): _____
 Supplies (*Printing, Postage, Office Supplies*): _____
 Equipment: _____
 Awards: _____
 Fees: _____
 Insurance: _____
 Premium Monies: _____
 Total Expenses: _____

We affirm that the information reported on this page is accurate to the best of our knowledge.

4-H Club Organizational Leader Date

4-H Club President Date

4-H Club Treasurer (only if reporting funds) Date



Appendix B

Financial Audit Report (Page 1 of 2)

Club/Unit Name: _____ Year: Oct. 1, 20_____ to Sept. 30, 20_____

Account Number: _____ Type of Account: _____

Bank: _____ Bank Address: _____

Account Number: _____ Type of Account: _____

Bank: _____ Bank Address: _____

Account Number: _____ Type of Account: _____

Bank: _____ Bank Address: _____

IRS Tax ID# (FEIN) _____ Financial Audit Date: _____

Persons authorized to sign on financial account(s):

Our bank records are in the possession of: _____

Financial Audit Committee

The Financial Audit Committee is comprised of two adult leaders and two 4-H members. Committee members should not have familial or financial relationships to the treasurer.

Procedures for a Committee

1. Check each month's reconciled bank statement and canceled checks. Make sure the ledger (check register) postings are current and complete.
2. Examine all voided checks. If a voided check is not on file, verify that the check has not cleared the bank.
3. Total all funds received. Verify that cash receipts were written and that funds received were listed on the ledger reports (check register).
4. Total all deposits made to bank account. This total should equal the total of all funds received.
5. Total all expenditures. Verify that a written bill (or store receipt) is on file for each expenditure. Verify that all expenditures were paid by check, not cash.
6. Examine the Annual Financial Report and/or the Yearly Summary of Club Finances (see "The 4-H Treasurer's Record Book").
7. The treasurer's total balance at the beginning of the year, plus all funds received, minus all expenditures, must equal the treasurer's total balance at the end of the year.
8. Examine club minutes for monthly financial reports and club approval of all expenditures.
9. Examine the club inventory sheet and make sure that a letter or receipt is on file for each item, documenting donor, date and value.

Financial Audit Report (Page 2 of 2)

Financial Audit Committee Checklist:

- Club/Unit budget and any addendum
- Treasurer's ledger reports (check register)
- Financial institution statements (bank statements)
- Year end financial report and/or Yearly Summary of Club Finances
- Canceled checks and deposit slips
- Receipts for all income
- Bills for all expenses

The Financial Audit Committee found the following conditions in the club's financial records:

The Financial Audit Committee makes the following recommendations:

This certifies that the Financial Audit Committee has reviewed the record keeping and financial balances and finds that they:
(Check one)

- Are in order
- Will be in order upon implementation of recommendations
- Require further review and action (This should be done within 30 days of the financial audit)

Signatures of Financial Audit Committee:

Dated _____