August 22, 2018

End of the year financial documents

Since the 2017-2018 4-H year will be ending soon and the banks should be sending the final statement for the September 2018, it is time to prepare your final financial documents to be turned into the Extension Office.

All Financial Documents are due on Saturday, December 1, 2018 to the Extension Office, per 4-H Policy.

11.5.2. Audit/Peer Review

Before the club turns over any documents to the Extension Office, it must form an audit committee and review the club financial documents. Once the review is done, the 4-H Financial Peer Review Form is filled out.

11.5.3. Annual Reporting

The Annual Financial Summary and the Property Inventory List are filled out and signed with the proper signatures. All the forms are to be submitted to the Extension Office by Friday, December 1st. The documents can be mail or email to the follow addresses.

WSU Extension/Island County 4H 406 N Main Street Coupeville, WA 98239-5000

[cathi.mannfisher@wsu.edu](mailto:cathi.mannfisher@wsu.edu)

It is very important to get these documents in by Dec 1st, they are used to prepare the club/committee/division’s 990N form for the IRS.

11.6.1 Annual Compliance

Each year, the WSU Extension 4-H Office will form a Compliance Committee that will conduct a full audit of 10% if the 4-H club/groups with in the county. Failure to follow financial to follow financial policies may result in corrective action and/or dismissal.

Please don’t look at this as someone is being accused of wrong doing, this is policy from the state level. This is something that we will be doing every year.

The club/committee that is being audited, they will need to provide their financial documents including, check register, receipts for expenditures, bank statements, club receipt book and all meeting minutes with financial votes recorded for all accounts including but not limited to checking, saving and PayPal accounts.

Respectfully

Cathi Mann-Fisher Youth Development 4-H Program Coordinator. WSU Extension Island County