



WASHINGTON STATE UNIVERSITY
EXTENSION

Annual End of Year 4-H Financial Reporting

Please submit all financial reports to the Extension Office by October 31st.

Grant-Adams: WSU Extension, 1525 E Wheeler, Moses Lake, WA 98837 or jmkiehn@wsu.edu

Lincoln-Adams: WSU Extension, 205 W Main Ave., Ritzville, WA 99169 or robertk@wsu.edu

Chelan-Douglas: WSU Extension, 400 Washington Street, Wenatchee, WA 98801 or michelle.lain@wsu.edu

Annual Financial Report Must Include:

- Peer Audit Committee Report,
- Annual Financial Summary,
- Property Inventory List,
- A list of all donors, amounts donated, and fundraising activities (place an *asterisk next to donations \$1,000 or greater
- Current copy of bank signature card(s) for accounts referenced

Also include the previous 4-H years:

- Copies of last year's 4-H Club meeting minutes
- Club bank statements, receipts, deposit slips and other financial documentation from the previous 4-H years financial records

See 4-H Treasurer's Book & Leader Facilitation Guide for more information.

**WASHINGTON 4-H CLUB/GROUP/COUNCIL/AUTHORIZED UNIT
ANNUAL FINANCIAL SUMMARY REPORT
TO WASHINGTON STATE UNIVERSITY EXTENSION**

Reporting Year: October 1, 20____ to September 30, 20_____.

Tax ID# (EIN) _____ County _____

Club/Group _____

Mailing Address—Street or PO Box _____

City _____ Zip _____

Phone Number _____ Contact email _____

Bank Name and Branch _____

Attach a copy of your bank signature card.

Account # (Checking) _____ (Savings) _____

	CHECKING	SAVINGS	INVESTMENTS
Beginning Balance			
Total Income			
Total Expenses			
Ending Balance			

Youth Treasurer's Signature _____

Youth Treasurer's Name (printed) _____

General Leader's Signature _____

General Leader's Name (printed) _____

Adult Financial Leader/2nd Bank Signer's Signature _____

Adult Financial Leader/2nd Bank Signer Name (printed) _____

****Required Attachments:** Copy of Annual Financial Summary Form; Peer Audit Committee Report; Property Inventory List; List all donors, amounts donated and fundraising activities (place an *asterisk next to those who gave more than \$1,000); Copies of last year's club/group meeting minutes; Current copy of your bank signature card; Club bank statements, receipts, deposit slips and other financial documentation.

**All year-end financial documents are due to the County 4-H Extension Office
By October 31st of the current 4-H year**

Audit Committee Procedure

Procedures for 4-H Club/Group Peer Audit Committee

- Check each month's reconciled bank statement and canceled checks. If the treasurer found differences during the month, ask what was done to make corrections. Verify that two authorized, unrelated 4-H members or adult volunteers signed all checks. Verify that the signer is not the same person as the person paid.
- Check the ledger entries and make sure that the entries are complete and up-to-date. Compare the ledger postings to checks, bills, receipts, and deposits. If there are missing items, or differences between receipts and payments and/or deposits, ask the treasurer to explain.
- Review all voided checks. If a voided check is not on file, verify that the check has not cleared the bank by examining the bank statement to make sure the voided check number is not listed.
- Total all money (cash and checks) received. Receipts must be written for all funds collected. Verify that receipts are in order by date and that all funds are listed on the ledgers.
- Total all deposits made to the bank account. The total should equal the total of all funds received as recorded in the ledgers, club monthly treasurer reports, and receipt book.
- Total all money spent. The total should equal the total of all expenses as recorded in the ledgers, club monthly treasurer reports, and check book. Verify that a written bill or receipt is on file for each expense. Verify that all expenses paid by cash are recorded in a petty cash ledger. All expenses, income, property etc. should be approved by club membership and record in secretary's meeting minutes.
- Check the Current Balance. Verify that the treasurer's total balance at the beginning of the year, plus all funds received, minus all expenditures, equals the treasurer's total current balance for the year.
- Complete the questionnaire on the next page. *If any of your answers are NO, your 4-H group financial record keeping practices are not consistent with 4-H policy. Please attach a **Peer Audit Committee Report** form to your records indicating what corrective action will be taken.*

Yes	No	NA		Answer all questions if your group collects any amount of funds for any purpose.
			1.	Does the 4-H group keep funds for the use of the club? If no, attach an explanation of how you pay for club expenses.
			2.	Indicate where the club's funds are kept: _____ (Checking or savings?) Include bank name, branch location, and account number:
			3.	Is there a treasurer's book or ledger?
			4.	Is every expense listed in the ledger?
			5.	Is every income transaction listed in the ledger?
			6.	Have funds raised been reported and deposited appropriately?
			7.	Were ledger entries entered in a timely manner with an explanation of the transaction?
			8.	Does the bank statement balance agree with the balance in the treasurer's book or ledger?
			9.	Has fund-raising activities been reported to the 4-H Extension Office?
			10.	Are there two signatures on all checks authorized by the group?
			11.	Are the signers on each check from two different families?
			12.	Have all disbursements been made by check and/or debit card?
			13.	Is there an explanation for any checks made payable to cash?
			14.	All checks are pre-numbered and pre-printed?
			15.	All disbursements are properly documented. Supporting documents include evidence of purchase, receipt and approval.
			16.	Do all such support documents (for example, paid invoices, receipts for expenditures, etc.) have notations that show when they were paid?
			17.	Do startup funds for fund raising activities include documentation of checking out and checking in those funds?
			18.	Voided checks are organized and available for inspection.
			19.	Printed pre-numbered receipt forms are properly used for receipt of cash.
			20.	Restrictive endorsement (i.e. "for deposit only") is visible on incoming checks as soon as they are received. This would be observed if any checks had not yet been deposited.
			21.	Duplicate copies are maintained of receipts of cash.
			22.	Bank deposits are certified by means of a duplicate deposit slip or entry in the ledger. Include a description of what the deposit was for and who made the deposit.
			23.	Checks returned by the bank for insufficient funds are controlled and a follow-up maintained.
			24.	Monthly and/or quarterly and year end reports are provided to the club/group by the Treasurer including: account balances; receipts; expenditures, and closing balances. A bank statement was available at all meetings?
			25.	Meeting minutes of club meetings reflect the current balance, funds received, and approval of all expenses reported.
			26.	Is there a budget outlining an annual spending plan, which has been reviewed and approved by the group?
			27.	Receipts for larger fund raising events (for example, raffle ticket sales, booth sales) include a total of the funds collected from the event
			28.	Cash overages or shortages are properly recorded on books.
			29.	Adequate physical facilities (including, but not limited to, a barrier between cash box and general public, walking with cash handlers to cars, etc.) are provided for safeguarding cash in possession of individuals authorized to handle cash.
			30.	All expenses, income, fundraisers, and property are approved by the club membership and recorded in the secretary's meeting minutes.

Audit Procedure

The financial reports of every club/group should be reviewed and audited on a yearly basis as sound fiscal management practice. It should be a simple but careful check of how well the treasurer and the club/group are handling money. The president and club/group leader will appoint an audit committee. Make it a practice to always audit the books when transferring responsibility from one person to another for the protection of all parties involved.

Complete this form at the end of September (the end of the 4-H year) and every time a treasurer changes. The purpose of an audit is to check procedures and accuracy of the accounts. It is not a check for fraud, however fraud will be reported if found. The financial records should be clear and easily understandable.

4-H Club/Group Name: _____

Group/Club Leader: _____

Phone: _____

Audit period: _____

Does your club/group collect any funds for any purposes or receive donations of any kind?

_____ Yes --- please complete the remainder of this form.

_____ No --- answer next question

Does your club maintain a club treasury of any fashion (bank account, club fund box, etc.)?

_____ Yes --- please complete the remainder of this form

_____ No --- please sign, date, and keep a copy with your club records and turn a copy into the 4-H office

Club/Group Leader Signature _____ *Date* _____

Audit Committee Signatures:

We the undersigned, have examined the financial records for the above named 4-H group and certify this report and the statements made on the committee report to be correct.

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Treasury Balance \$ _____ As of date: _____

All year-end financial documents, including this form, are due to the County 4-H Extension Office by October 31st of the current 4-H year

Peer Audit Committee Report Form

October 1, _____ through September 30, _____

4-H Club/Group Name _____

1) Please explain what the peer audit committee did and found:

2) What recommendations are there for future improvements to the clubs financial management practices?

Name of person completing this form _____

Date _____

All year-end financial documents, including this form, are due to the County 4-H Extension Office by October 31st of the current 4-H year

Request to Maintain Excess Funds

The Washington State University 4-H Youth Development Policy and Procedures Handbook directs each 4-H club/group to maintain no more funds needed than to cover 6 months of expenses (Section 11.3.1). If your club has plans that require maintaining a higher balance, complete this form to request such permission. If your club plans do not require maintaining a higher balance, contact your 4-H Faculty/Staff to determine your next steps.

Club/Group Name: _____

Head Leader: _____

Current Funds Balance: \$_____

Our club has the following plans that require a fund balance in excess of 6 months of expenses:

Amount necessary to complete club plans: \$_____

Amount in excess of this need: \$_____

Your request has been: Approved Denied

Extension signature

Date

Balance must be reduced by: _____

All year-end financial documents, including this form if applicable, are due to the County 4-H Extension Office by October 31st of the current 4-H year