What you need to bring to the audit

Community Club Name/Project: ________________________________

Date of Audit: ____________________________ @ the 4-H office

Time of Audit: ________________

You must have these papers in order. If it requires longer than the time allotted per audit to complete this task you will be asked to finish in another location and then be worked in as the schedule permits.

_____ 4-H Treasurer Book.

_____ 4-H Audit Report

_____ Last Bank Statement.

_____ Cut-off date is June 30, start with July 1st.


_____ Payment voucher and receipt/dues.

_____ Fundraiser Request and Review forms if you haven’t turned them into the 4-H Office.

_____ Tax ID number (Project and Club can use same ID Number).

_____ Don’t forget your Club contribution (minimum $10 per member) is due at this time.

_____ Number of current members (numbers are used to determine per member awards at Fall Achievement).

_____ Check Book
4-H AUDIT REPORT

We have examined the Treasurer’s books and records of the _________________
__________________________, as of the close of business on _____ _____ ____.

In our opinion, the statement and related records, presents fairly the cash position of the ______
_____________________, as of the above date.

Qualifications:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

__________________________________________
Auditor

Dated: ___________

__________________________________________
Auditor

__________________________________________
Club Representative

Record Keeping Comments:

_________________________________________________________________

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