New Jersey

4-H CLUB TREASURY ANNUAL REVIEW

July 1 to June 30

*All 4-H club treasuries must be reviewed annually. This review is to be conducted by someone outside of the club. Return this completed review form and a copy of your June bank statement to the county 4-H office no later than* ***November 1****.*

4-H Club Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Information: Checking account Savings account

EIN

Name of Bank Location

Account Signers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANNUAL FINANCIAL REVIEW Amount

Balance on hand, beginning of year…………………………… $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total income for year……………………………………..(add) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total expenses for year……………………………….(subtract) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Balance on hand, end of year…………………..................(total) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHECKLIST FOR REVIEWER

\_\_\_\_\_\_ Monthly Financial Reports are completed.

\_\_\_\_\_\_ All income is properly recorded.

\_\_\_\_\_\_ All expenses are properly recorded.

\_\_\_\_\_\_ Bank statements were reviewed.

\_\_\_\_\_\_ Bank checkbook ledger is reconciled.

List any expenses without receipts and/or receipts that raise questions:

 Date Check # Payee Expense (list item) Reason/concern

\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*-continued-*

Other Comments:

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I have examined the financial records of the above named club and have found them to be:

\_\_\_\_\_\_\_\_ In order

\_\_\_\_\_\_\_ In order, but in need of better organization or record keeping

\_\_\_\_\_\_\_ Not in order

Suggestions for improvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date review was conducted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Leader’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *\*Reminder: All 4-H club leaders must file the 990-N ePostcard or Form 990 with the IRS by November 15. Contact the county 4-H staff for assistance.*

Revised: 2016

Gloria Kraft