



New Jersey



4-H CLUB TREASURY ANNUAL REVIEW  
September 1 to August 31

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

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.

\_\_\_\_\_ Club Equipment Inventory list

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

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

-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

