CLUB AUDIT / PEER REVIEW COMMITTEE REPORT

YEAR END
4-H Year
(Due July 22)

Club:	Audit Date:	(Due July 22)	
Checking Account #:	IRS Tax ID # (form SS-4):		
Savings Account #:			
Bank Name:	Bank Address:		
Persons authorized to sign on checking account			
Our bank records are in the possession of:			

CLUB AUDIT/PEER REVIEW COMMITTEE

The audit/peer review committee should be comprised of two or more adults at least 18 years of age. <u>Committee</u> <u>members should not include the treasurer, relatives of the treasurer, or anyone who has authority to sign checks.</u>

PROCEDURES FOR CLUB AUDIT/PEER REVIEW COMMITTEE

- 1. Check each month's reconciled bank statement and canceled checks. Verify that two authorized members or volunteers signed all checks. Verify that the person who signed the reimbursements is not related to the treasurer.
- 2. **Examine all voided checks.** Voided checks should be attached to the monthly ledger. If not, verify that the check has not cleared the bank by examining the bank statement to make sure the voided check number is not listed.
- 3. 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. Make sure the beginning balance matches the checkbook register and the monthly budget beginning balances.
- 4. **Total all money (cash and checks) received.** Receipts must be written for all funds collected. Verify that receipts are in numerical sequence and that all funds are listed on the ledger. Make sure white copies of the Club receipts are attached to the deposit form.
- 5. **Total all money spent.** Verify that a written bill or receipt (attached to a check request form) is on file for each expense. Verify that all expenses were paid by check and not in cash and all checks are listed on the monthly ledgers in numerical order.
- 6. **Check** that all income and expenses are entered correctly on the monthly budget form.
- 7. Look at the Annual Financial Report. Verify that the expense and deposit amounts listed agree with the amounts in the treasurer's ledger reports, the totals in the check register, receipt book, bank statements and monthly budgets.
- 8. Check the balance at the end of the year. Verify that the treasurer's total balance as of July 1, plus all funds received, minus all expenditures, equals the treasurer's total balance as of June 30th. (Ledger total, monthly budget total, the June reconciled bank statement balance and the checkbook register balance as of June 30 should all match.)

all expenses

- = Current Balance as of June 30th
- 9. **Examine the unit inventory sheet** and be sure it shows the date received and value of the listed items. Be sure that items purchased during the year were added to the inventory sheet.

CLU	CLUB AUDIT / PEER REVIEW COMMITTEE CHECKLIST						
	Club budget (proposed, approved, & final with actuals and any amended, if used) Monthly club ledger reports (completed) Reconciled bank statements Canceled and voided checks & deposit slips Copy of club check book register or electronic register Receipts for all income		Check request forms with attached original receipts Completed Fundraising proposals Beginning & Year End Inventory reports Annual financial report (through June 30) Club mid-year audit report & treasurer response to the audit				
The	audit/peer review committee found the following:		Recommendations:				
This certifies that the audit/peer review committee has reviewed the financial records and finds them: In order In order upon implementation of the recommendations Signatures of audit/peer review committee:							
	Print Name		Signature				
	Print Name		Signature				