4-H Financial Review Checklist

Club name_____ Date _____

General information

1. Is the treasury held in cash or in a bank account?
2. Who holds the cash or what bank carries the account?
3. If there is a bank account, what is the account number?

Record keeping information

	Yes	No
4. Are incoming checks endorsed "For Deposit Only"?	❑	❑
5. Does all income and expense have a matching receipt?	❑	❑
6. Are all transactions promptly recorded (with explanations)?	❑	❑
7. Have all ledger entries used accurate calculations?	❑	❑
8. Does the bank statement balance agree with the balance in the Treasurer's book?	❑	❑
9. Has there been a financial report at every meeting?	❑	❑
10. Have all checks been signed properly according to club policy?	❑	❑
11. Were any checks written to "cash"?	❑	❑
If **yes,** was an explanation given in the ledger?	❑	❑
12. Are all cancelled checks included in the end report, including "voided" checks?	❑	❑
13. Are printed, pre-numbered receipt forms used for receipt of cash?	❑	❑
14. Are bank statements and deposit slips included in the end report?	❑	❑
15. Are all checks and/or cash kept in a safe place?	❑	❑
16. Are checks returned by the bank for insufficient funds investigated and follow-up maintained?	❑	❑
17. Have all financial reports been completed and returned to the Extension office by the required date?	❑	❑
18. Have all group/club financial information and materials been given to the new treasurer?	❑	❑

Describe below any special circumstances for how club finances were handled.

_____

_____

End-of-year Review Committee:

_____ Signature _____ Signature _____ Signature

_____

Date