

# Wyoming 4-H

## Annual Treasurer's Report

Club/Group Name:

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Treasurer:

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The annual treasurer's report will be completed by the club/group treasurer and the club/group financial review committee. This report will be submitted upon completion to the County Extension office as part of the chartering process.

Revised 12/16

Wyoming 4-H/Youth Development Program







*This form is to be completed by the club/group treasurer and provided to the financial review committee. The information collected for this form should cover the past twelve months of financial information.*

Name of 4-H Club/Group \_\_\_\_\_ Year \_\_\_\_\_

Name of Financial Institution/Bank: \_\_\_\_\_

Account Type: \_\_\_\_\_ Checking Account \_\_\_\_\_ Savings Account

List names on Bank Signature Card: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Annual Club/Group Financial Overview**

<u>Checking Account</u>		<i>Amount</i>
Beginning Balance		\$ _____
Total income for year	(add)	\$ _____
Total expenses for year	(subtract)	\$ _____
Ending balance on hand	(total)	\$ _____
<u>Savings Account</u>		
Beginning Balance		\$ _____
Total deposits	(add)	\$ _____
Total withdrawals	(subtract)	\$ _____
Ending balance	(total)	\$ _____

**Checklist of documents to provide to reviewers** (*The items listed below will need to be provide to the financial review committee*)

- Account Journal (up-to-date)
- Annual club/group financial report (this report)
- Bank statements (most recent 12 months)
- Receipts (expense receipts and bank deposit receipts)
- Inventory report (up-to-date)

# Annual Financial Review Form

*All chartered 4-H clubs and groups under the direction of the University of Wyoming Extension 4-H Program must complete an annual financial review. This form is to be completed by the club/group financial review committee.*

**Checklist for reviewers** *(The items listed below should be reviewed by the financial review committee)*

- Account Journal reconciled with bank statements and match annual financial report
- Deposits are documented with bank receipts
- Expenses are documented with receipts
- Checks contain appropriate signatures
- Inventory report is up-to-date and accurate *(may review minutes or account journal for accuracy)*

List any income and/or expenses without receipts and/or entries without proper documentation of source or purpose.

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

*Suggestions for improvement/ Reviewers' comments:*

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We have examined the financial records of the club/group and found them to be:

- In order
- In order, but need better organization or record keeping
- Not in order

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

**Members of the review committee:**

Reviewer 1 \_\_\_\_\_ Signature \_\_\_\_\_

Reviewer 2 \_\_\_\_\_ Signature \_\_\_\_\_

Reviewer 3 \_\_\_\_\_ Signature \_\_\_\_\_