

Form 8.5 – Year-End Club Peer Review

4-H CLUB PEER REVIEW COMMITTEE REPORT

Year-End Due Date: _____

Club/Unit:	Peer Review Date:
Checking Account # (last 4 digits):	IRS Tax EIN #:
Savings Account # (last 4 digits):	Bank Name:
Bank Address:	
Persons authorized to sign on checking account:	
Our bank records are in the possession of:	

4-H CLUB PEER REVIEW COMMITTEE

The peer review committee should be comprised of two (2) 4-H adult volunteers and two (2) 4-H members. Committee members should not include the treasurer, relatives of the treasurer or anyone who has authority to sign checks.

PROCEDURES FOR 4-H CLUB PEER REVIEW COMMITTEE

1. **Check each month's reconciled bank statement and canceled checks.** If the treasurer found differences during the month, ask what was done to make corrections. Verify that two authorized, unrelated 4-H members or adult volunteers signed all checks. Verify that the signer is not the same person as the payee.
2. **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. If discrepancies are found, ask the treasurer to explain.
3. **Examine all voided checks.** If a voided check is not on file, verify that the check has not cleared the bank by examining the bank statement to make sure the voided check number is not listed.
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 ledgers.
5. **Total all deposits made to the bank account.** The total should equal the total of all funds received as recorded in the ledgers, club monthly reports and receipt book.
6. **Total all money spent.** The total should equal the total of all expenses as recorded in the ledgers, club monthly reports and receipt book. Verify that a written bill or receipt is on file for each expense. Verify that all expenses were paid by check and not in cash.
7. **Look at the Annual Financial Report.** Verify that the expense and deposit amounts listed agree with the amounts in the ledgers, the totals in the check register, receipt book and the bank statements.
8. **Check the end of year balance.** Verify that the treasurer's total balance at the beginning of the year, plus all funds received, minus all expenditures, equals the treasurer's total balance at the end of the year.

Bank balance at the beginning of the year:	
(+) All funds received:	
(-) All expenses:	
(=) Current Balance:	

9. **Examine the club's inventory list and Annual Inventory Report.** The 4-H club should inventory all items that have been obtained. Any item or similar items with a dollar value of \$1,500 or more (e.g., three \$500 laptops totaling \$1,500 or one \$2,000 animal scale) must be included in Form 6.2, the Annual Inventory Report. Additionally, inventory items valued at \$1,500 must be entered in the 4-H Annual Financial Reporting System online.



Form 8.6 – Year-End Club Peer Review Checklist**4-H CLUB PEER REVIEW COMMITTEE CHECKLIST**

- | | |
|---|--|
| <input type="checkbox"/> 4-H Club budget (proposed, approved, actual and addendums) | <input type="checkbox"/> Check request forms with attached receipts or bills |
| <input type="checkbox"/> Receipts for all income | <input type="checkbox"/> Canceled and voided checks & deposit slips |
| <input type="checkbox"/> Monthly 4-H club ledger reports | <input type="checkbox"/> Inventory report |
| <input type="checkbox"/> Fundraising proposals | <input type="checkbox"/> Copy of Checkbook register |
| <input type="checkbox"/> Reconciled bank statements | |

Attach additional pages as needed.

The Peer Review Committee found the following:	Recommendations:

This certifies that the peer review committee has reviewed the financial records and finds them:

- In order
- In order upon implementation of the recommendations
- Requiring further review and action

Name and Signatures of peer review committee:

Name (Please Print)	Signature	Date
Name (Please Print)	Signature	Date
Name (Please Print)	Signature	Date
Name (Please Print)	Signature	Date