

Audit Procedures

→ **Mid-Year Club Audit Report ~ 2/9/22**

→ **End-of-Year Club Treasurer Binder ~ 7/19/22**

Where can I find the audit report paperwork?

- Treasurer's Binder: Hard copy and instructions are available.
- Solano County website: Electronic copies are available for download.
http://solano4h.ucanr.edu/Documents_-_Forms/Officer_Resources/Treasurers_Resources/

Procedure for club audits:

- Set up a convenient time for all auditors to review the Treasurer's records together. Allow a minimum of 2 hours.
- Follow the procedure on the Mid-Year and End-of-Year Audit forms, being careful to check for EACH item and computation.
- If anything is missing or errors have been made, write these findings in the space provided, followed by recommendations for the Treasurer. May use additional sheets of paper if necessary.
- It is of great importance that the Mid-Year and End-of-Year Audits be very thorough! A good audit is a useful tool to the Club Treasurer.
- Quality Mid-Year Audits can clarify misunderstandings, mistakes and mathematical errors for the Treasurer. Corrections can be made at this time, making the remainder of the year an easier task for the Club Treasurer!
- Review the audit team's findings with the Club Treasurer, Treasurer Advisor, Parent of the Treasurer, and Community Club Leader(s). Help the Treasurer understand all corrections required.
- Treasurer writes a statement about corrections made based on the auditors' recommendations.