

# Year-End Club Treasurer Audit Checklist

Following your year-end club audit (see the audit procedures & the Audit Report Form), there will be an annual county audit. The following materials must be submitted to the 4-H YDP Staff, **by July 15**. Participation in the county audit is **not** optional – it is **required** for all clubs.

Please remove the club jump drive, checkbook and checks, before submitting the treasurer book to the county 4-H office and keep them in a safe place.

Please leave all forms in the binder and check off each item to assure that your report is complete.

- 1. The club treasurer, treasurer advisor (if you have one) and community leader(s) will meet and go over the club treasurer records prior to the club audit.
- 2. *Clear* copy of the current year check book register or electronic register as well as the previous year check book register if there were outstanding checks.
- 3. Completed Treasurer's Binder, including:
  - Ledger cover Page
  - Budget – **ALL** proposed, approved & signed, and amended if applicable. *All amended budgets must have the Secretary minutes attached, which will reflect the club membership approval to amend the budget.*
  - Signed Approved Budget with budget actuals filled in through June 30<sup>th</sup> (final)
  - Completed Monthly Budget forms through June 30<sup>th</sup>
  - Current inventory report – beginning and ending
  - Annual financial report through June 30<sup>th</sup>
  - Club mid-year & year-end audit/peer review committee report (including treasurer statement of corrections (response) based on audit recommendations)
  - Monthly club ledger reports & sub accounts (if applicable) through June with attached voided checks & voided receipts
  - Signed Club Deposit forms with white copy of club income receipts attached
  - All Correspondence
- 4. Signed copy of the Responsibilities of the Treasurer agreement.
- 5. Signed copy of the Check Signer agreement, if applicable.
- 6. Completed signed check request forms with attached original receipts/bills for ALL expenses.
- 7. Reconciled bank statements (with check images) July through June, with attached bank deposit receipts.
- 8. Completed and Approved fundraising proposals
- 9. Receipt book (includes pink colored receipts for the entire year; may be torn out and stapled)
- 10. County Auditor – At least two *experienced* persons per club on-line registration:

<http://solano4h.ucanr.edu/Resources/>

## Reminder:

- ❖ Authorized signers - All club accounts must have at least three unrelated individuals (signers), of whom one should be the youth treasurer, a community club leader or a certified volunteer. If your bank doesn't allow youth to sign checks, a 3<sup>rd</sup> adult (must be a certified volunteer) must be added to the account.

If you have questions during the year please contact Michael Ryan, Solano County 4-H Program Representative, at (707) 389-0643 or [mtryan@ucanr.edu](mailto:mtryan@ucanr.edu).