# Wyoming 4-H

# Annual Treasurers' Report

Club/Group Name:	
Treasurer:	



The annual treasurers' 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.

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#### **Account Journal**

#### **Example**

Date	Check #	Source and Purpose	Debit	Credit	Balance
			(expense)	(Deposit)	
		Beginning Balance start of year			\$ 894.46
12/21/16	1046	Wal-Mart – food/supplies for club party	\$ 187.36	\$	\$ 707.10
2/6/17		Club Fundraiser – Chili Dinner	\$	\$ 625.00	\$ 1332.10
4/26/17	1047	Hanna Jones – scholarship national 4-H trip	\$ 250.00	\$	\$ 1082.10

Record each expense and deposit made in the journal below. The journal will be used to reconcile the account with the bank statements. The journal will also be used in the financial review/audit process.

Date	Check # (Check when cleared)	Source and Purpose	Debit (expense)	Credit (deposit)	Balance
		Beginning balance			\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
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			\$	\$	\$

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## **Account Journal**

This page can be copied for additional entries.

Date	Check # (Check when cleared)	Source and Purpose	Debit (expense)	Credit (deposit)	Balance
		Ending balance from previous page			\$
			\$	\$	\$
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## **Inventory Report**

Club/Group Name:	
Club/group does not have any inventory.	

List all equipment or property purchased by the club/group, or equipment or property donated to the club or group. This list needs be updated as needed and maintained for the duration the club/group is active.

Date Acquired	Item Description (Include serial # or model # when appropriate)	Purchase Price	Storage Location	Disposal Date
9/1/01	12 pocket monthly file folder	\$ 28.98	Treasure's house	
3/24/16	Fitting Stand – Donated by John French	\$ Donated	Smith's House	
		\$		
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# **Annual Financial Report**

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/Gro	oup		_Year
Name of Bank /Credit	_EIN#		
Account Type:	Checking AccountClub does not have a l		nt
List names on Bank Si			
Annual Club/Group F	inancial Overview		
Beginning Bal Total income Total expense Ending baland	for year (add) es for year (subtract) ce on hand (total) es Account ance s (add) wals (subtract)	\$ \$ \$ \$ \$	
(The items listed below  ☐ Account Journ ☐ Annual club/gr ☐ Bank statemer ☐ Receipts (expe	ts the club treasurer will new will need to be provide to the final (up-to-date) roup financial report (this reports (most recent 12 months) anse receipts and bank depose out (up-to-date)	nancial review committe	

#### **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)

	☐ Checks contain appropriate signatures (if able to determine)					
	ny income and/or exp e or purpose.	enses without receipt	s and/or entries without prope	r documentation of		
ate	Check #	Payee	Expense (list item)	Reason/Concern		
Sugge	estions for improver	ment/ Reviewers' co	mments:			
We h	ave examined the fi	nancial records of t	he club/group and found the	n to be:		
	In order					
Ш	□ Not in order  Date review was conducted					
Mem	Members of the review committee:					
Revie	eviewer 1 Signature					
Revie	wer 2	Signature				
Reviewer 3 Signa				gnature		
	ning 4-H/Youth Devel		Annual Treasurers' Repo			