

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.

Revised 12/16

Wyoming 4-H/Youth Development Program

Account Journal

Example

Date	Check #	Source and Purpose	Debit <i>(expense)</i>	Credit <i>(Deposit)</i>	Balance
		<i>Beginning Balance start of year</i>			\$ 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 # <i>(Check when cleared)</i>	Source and Purpose	Debit <i>(expense)</i>	Credit <i>(deposit)</i>	Balance
		Beginning balance			\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$

Continued on next page

Account Journal

This page can be copied for additional entries.

Date	Check # <small>(Check when cleared)</small>	Source and Purpose	Debit <small>(expense)</small>	Credit <small>(deposit)</small>	Balance
		Ending balance from previous page			\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$
	<input type="checkbox"/>		\$	\$	\$

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 to be updated as needed and maintained for the duration the club/group is active.

Date Acquired	Item Description <i>(Include serial # or model # when appropriate)</i>	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	
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		

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/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>		<u>Amount</u>
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:

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 _____