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 12/10

Wyoming 4-H/Youth Development Program

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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			\$	\$	\$
			\$	\$	\$

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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			\$
			\$	\$	\$
	0		\$	\$	\$
			\$	\$	\$
			\$	\$	\$
	0		\$	\$	\$
	B		\$	\$	\$
			\$	\$	\$
	-		\$	\$	\$
			\$	\$	\$
	9		\$	\$	\$
	8		\$	\$	\$
			\$	\$	\$
			\$	\$	\$
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	<u> </u>		\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
	0		\$	\$	\$
			\$	\$	\$
	8		\$	\$	\$
			\$	\$	\$
	-		\$	\$	\$
	-		\$	\$	\$
	-		\$	\$	\$
	8		\$	\$	\$
	-		\$	\$	\$

Inventory Report

Club/Group Name:		
Club/group does no	ot 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

Name	of 4-H Club/Group				Year
Name	of Financial Institution/Bank:				
Accou	nt Type:Checkin	g Account		Savings Account	
List na	mes on Bank Signature Card:				
					·
_					
Annua	l Club/Group Financial Overv	riew			
	Checking Account			Amount	
	Beginning Balance	(o. ol ol)	\$		
	Total income for year	(add)	Ψ		
	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)	\$		
	list of documents to provide t ancial review committee)	to reviewers (1	The itei	ns listed below will n	eed to be provide to
	Account Journal (up-to-date)				
	Annual club/group financial	report (this re _l	oort)		
	Bank statements (most recei	nt 12 months)			
	Receipts (expense receipts a	nd bank depos	sit rece	eipts)	
	Inventory report (up-to-date	·)			

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.

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.

			nk statements and match ann	ual financial report
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		cumented with red appropriate signatu	-	
			accurate (may review minutes o	r account journal for accure
list or				
	e or purpose.	penses without rece	ipts and/or entries without prope	er documentation of
Pate	Check #	Payee	Expense (list item)	Reason/Concern
Sugge	estions for improve	ement/ Reviewers'	comments:	
	ave examined the	financial records o	f the club/group and found the ion or record keeping Date review was conducted.	
We h	ave examined the In order In order, but nee	financial records o	f the club/group and found the	
We h	In order In order, but need Not in order	financial records or ed better organizat r committee:	f the club/group and found the	ed
We h	In order In order, but need the Not in order	financial records o ed better organizat	f the club/group and found the ion or record keeping Date review was conducte	ed