

## Audit Review Report

Club/group: \_\_\_\_\_ Year End:  Jan. 1, \_\_\_\_\_ - Dec. 31. \_\_\_\_\_  
 July 1, \_\_\_\_\_ - June 30, \_\_\_\_\_  
 Oct. 1, \_\_\_\_\_ - Sept. 30, \_\_\_\_\_

Checking Account Number \_\_\_\_\_

Bank \_\_\_\_\_ Address \_\_\_\_\_

IRS Tax ID # (form SS-4) \_\_\_\_\_ Audit Date \_\_\_\_\_

Persons authorized to sign on checking account:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Back records are in the possession of:

Name: \_\_\_\_\_ Address: \_\_\_\_\_



## Audit Review Committee Checklist

- |   |  |
|---|--|
| <input type="checkbox"/> Club/group budget and any addendum | <input type="checkbox"/> Canceled checks and deposit slips |
| <input type="checkbox"/> Treasurer's ledger reports         | <input type="checkbox"/> Receipts for all income           |
| <input type="checkbox"/> Bank statements                    | <input type="checkbox"/> Bills for all expenses            |
| <input type="checkbox"/> Year-end financial report          | <input type="checkbox"/> Inventory records                 |

The audit committee found the following conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The audit committee makes the following recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This certifies that the audit committee has reviewed the record keeping and financial balances and finds them: (Check one box)

- In order
- In order upon implementation of recommendation
- Requiring further review and action

Signatures of audit committee:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_



# Annual Inventory Report

Club/group \_\_\_\_\_ Date \_\_\_\_\_

Date Acquired	Item Description (include serial number)	Dollar Value	Storage Location	Disposal (Date disposed)

We hereby certify that this is a correct list of equipment/inventory over \$250 belonging to \_\_\_\_\_ Club/group.

Signed:

\_\_\_\_\_  
(Club/Group) President

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Club/Group) Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adult Leader (for 4-H group)

\_\_\_\_\_  
Date



# ANNUAL FINANCIAL REPORT

Club/Group \_\_\_\_\_

For the Period \_\_\_\_\_ to \_\_\_\_\_

Account Balance at Beginning of Year A.

Income:

Summarize by source and amount

Example: Concession Stand -- \$455.00

Total Income B.

Expenses:

Summarize by category and amount

Example: Supplies for Concession Stand

Total Expenses C.

Account Balance at End of Year D.

Outstanding checks not on statements E.

Subtract deposits that haven't shown up on a bank statement F.

Adjusted Balance (Should agree with bank statement) G.

We hereby certify that this is a correct statement of income and expenses.

Club Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Club President: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Leader: \_\_\_\_\_ Date: \_\_\_\_\_

