1. All 4-H Clubs MUST have their treasurer’s books reviewed at the end of each club year when a new treasurer takes office. A review prevents misunderstandings, and protects the outgoing and incoming treasurers of the 4-H club. The review MUST be done by an adult or a team of youth and adults. Anyone reviewing the books cannot be on the signature card for the year in review or related to anyone on the signature card. Related refers to mother/step-mother, father/step-father, guardian, son, daughter, brother, sister, spouse, aunt, uncle, cousin, grandma, grandpa, or living in the same household.

   NOTE: The reviewer can be on the new signature card for the upcoming year.

2. In order to perform a review the following records and information will be needed from October 1st of the previous year to September 30th of the current year.

   • The completed treasurer’s book with the following information:
     o Electronic Checkbook Ledger for 12 months October – September. (Paper checkbook ledger if electronic was not used).
       ▪ Invoices or receipts for all checks paid
       ▪ Itemized Income Reports for each deposit made and deposit receipts
     o Bank Statements – Savings and Checking
     o Cancelled or voided checks
     o Completed fundraising forms for counting money if applicable
     o Record of Club Dues/or Educational Fees
     o Treasurer Reports
     o Completed MN 4-H Annual Club Financial Report (Form B)
     o Copy of the Proposed Budget (Form C)

3. The following procedures should be used to review all twelve months of the 4-H fiscal year (October 1-September 30), in the 4-H Treasurer’s Book.

   Each month:
   • Review all expenses
     o Ensure that all checks are recorded numerically and accounted for in the excel checkbook ledger as well as the bank statement.
     o Confirm that any missing checks have been voided and recorded.
     o Confirm invoices and receipts for items purchased are appropriate. (Example: Sue Smith is in charge of the club banner. She turned in receipts from Walmart, Cub Food and Sam’s Club in the amount of $85.15. The treasurer should have verified all items on the receipts were for the banner and not for personal use and were for appropriate purchases.
     o If documentation of invoices or receipts are missing for any purchases ask the treasurer about the purchase or request secretary minutes verifying the expense approval.
     o Verify any unusual transactions out of the account.
     o Make sure all receipts equal the total amount of the checks written.
• Total all checks and make sure the amount equals the yellow box on the bottom left hand side of the page labeled “Current Monthly Expenses”.

• Review all deposit slips:
  o Confirm that all deposited amounts on bank statements are recorded correctly in the checking or savings account books.
  o Confirm that all itemized income reports match the deposit.
  o Make sure all deposits equal the blue box in the lower left hand corner labeled “Current Month Income Received.”
  o If additional forms are included in the treasurer’s book (fundraising, member dues, etc.) confirm that the date and amount on the form matches the deposited amount and all required signatures on forms have been obtained.
  o Verify any unusual transactions into the account. (Example: if money is transferred from savings into checking confirm that the transfer amounts match.)

• Review transfer of funds between checking and savings
  o Review for any unusual transactions such as transfers into or out of the account.
  o Review that all deposits and transfers on the bank statements match the deposits and transfers into and out of checking/savings accounts.
  o Ensure that the year-end bank statements match the account balances on the MN 4-H Annual Club Financial Report (Form B) and the Club Proposed Budget (Form C).

The 4-H Club Treasurer Book Annual Review performed by _________________________________ on ___________

Reviewer Signature                                       Date

Financial Team Members if Applicable:

_______________________________________________________________________________________________

Reviewer Findings:

Please list additional information or documentation that you feel is missing in order to make this review complete.

Please list areas in which the youth needs to improve their record keeping:

Please explain areas in which you felt the youth did a nice job with their record keeping duties.

Revised 8/5/15