



New Jersey



4-H CLUB TREASURY ANNUAL REVIEW

January 1 to December 31

*All 4-H club treasuries must be reviewed annually. This review is to be conducted by someone outside of the club. Return this completed review form and a copy of your December bank statement to the county 4-H office no later than **March 1**.*

4-H Club Name _____ Year _____

Account Information: Checking account Savings account

EIN _____

Name of Bank _____

ANNUAL FINANCIAL REVIEW

Amount

Balance on hand, beginning of year..... \$ _____

Total income for year.....(add) \$ _____

Total expenses for year.....(subtract) \$ _____

Balance on hand, end of year.....(total) \$ _____

CHECKLIST FOR REVIEWER

_____ Monthly Financial Reports are completed.

_____ All income is properly recorded.

_____ All expenses are properly recorded.

_____ Bank statements were reviewed.

_____ Bank checkbook ledger is reconciled.

List any expenses without receipts and/or receipts that raise questions

Date	Check #	Payee	Expense(list item)	Reason/concern
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

-continued-

Other Comments:

I have examined the financial records of the above named club and have found them to be:

_____ In order

_____ In order, but in need of better organization or record keeping

_____ Not in order

Suggestions for improvement: _____

Date review was conducted: _____

Reviewer's Name _____ Signature _____

Treasurer's Name _____ Signature _____

*Leader's Name _____ Signature _____

*Reminder: In order to maintain the club EIN the 4-H Agents must have this information to file the 990-N ePostcard or Form 990 with the IRS. Contact the county 4-H Agents with any questions.

Revised 12/5/2008/lsr & ckw 11/11