



Club/Committee Level Audit Guidelines for Auditors

The following items must be included in the Treasurer's Portfolio for Club/Committee level audit:

- The Club Treasurer's Book
- The Club Secretary's Book
- Club/Committee bank statements (October 1 – September 30, current 4-H year)
- All file folders in Treasurer's Portfolio must be filled with correct items
- Completed 4-H Club/Committee Financial Checklists

Some additional guidelines are as follows:

- The Club/Committee level audit must be done prior to the Treasurer's Portfolio being turned in for the county level audit annually.
- The Treasurer's Portfolio must be turned in to the Maricopa County 4-H Office with the Club/Committee level audit complete no later than October 15 of the new 4-H year – the county level audit will occur annually.
- The Club/Committee Level Audit Committee should consist of three people not involved with the club's/committee's financial accounting.
- The individuals on the Audit Committee shall not be signatories on the bank account, nor shall they be related to those with signatory authority. The required make-up of the Audit Committee is a combination of three youth and adults.
- If there are not three individuals who fit this criteria, the club/committee must contact the Extension Office for suggestions of potential auditors.
- The financial report "Record of Club/Group Finances," (the front page of the Club/Committee Treasurer's Book) should be: prepared and signed by the Treasurer, signed by the Audit Committee after completing the audit, and then submitted to the Extension Office for review and audit by the county level audit committee.
- This must be done before the club will be re-enrolled for the new year.



In performing the audit, the following steps must be followed:

1. Ensure that the bank statements for the club account are included with in the Treasurer's Portfolio, so that they can be reviewed during the audit.
2. Ensure a current signatory list is included and reviewed. The club minutes should reflect a discussion of who has the authority to sign checks.
3. The Club Secretary's Book must be turned in with the Club Treasurer's Book for audit purposes.
4. Ensure all income has been deposited into the account.
5. Ensure all expenses are paid by check or receipted if cash is paid out.
6. Ensure that all receipts for the past year are in date order in the "Receipts" file.
7. Ensure the vendor and the amount of the check match the invoice or receipt. Check 5 or 6 checks to ensure that they match the invoice or receipt, bank statements, Club Treasurer's Book, and the financial statement (if one was made for the particular event/activity).
8. Ensure expenses are discussed, voted on, and approved by the club membership and that all financial decisions are noted in club minutes.
9. Ensure all checks have two signatures and that the signatures are those listed on the signatory card/list. Two signatures are required on all checks – the Treasurer or President and one adult not related to the youth member who is signing. Be sure that checks have not been pre-signed; check this by looking at unwritten checks.
10. Ensure that all bank statements have been reconciled. They should be signed and dated by the Treasurer on the date that the bank statement was reconciled.
11. Ensure the end of the month balance in the checkbook agrees with the balances on the account reconciliation on the back of the bank statement.

Questions:

If you are unsure about what is required or have questions about audit information, please contact Veronica Duron or Kim Christman at the Extension Office at (602) 827-8228. As long as the Club/Committee Treasurer and Adult Volunteer follow the 4-H Club/Committee Financial Checklists, your club will be ready for the audit.