New Jersey
4-H CLUB TREASURY ANNUAL REVIEW
July 1 to June 30

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 June bank statement to the county 4-H office no later than November 1.

4-H Club Name ___________________________________________ Year __________

Account Information: Checking account ☐ Savings account ☐

EIN ____________________________________________

Name of Bank __________________________ Location _____________________________

Account Signers: ____________________________________________

ANNUAL FINANCIAL REVIEW

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<th>Amount</th>
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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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Check #</th>
<th>Payee</th>
<th>Expense (list item)</th>
<th>Reason/concern</th>
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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______________________________

Reviewer’s Name________________________ Signature______________________________

Treasurer’s Name________________________ Signature______________________________

*Leader’s Name________________________ Signature______________________________

*Reminder: All 4-H club leaders must file the 990-N ePostcard or Form 990 with the IRS by November 15. Contact the county 4-H staff for assistance.

Revised: 2016
Gloria Kraft