

New Jersey 4-H CLUB TREASURY ANNUAL REVIEW



All 4-H club treasuries must be reviewed annually. This review is to be conducted by a committee made up of at least two individuals NOT affiliated with your club. Return this completed review form to the county 4-H office no later than **March 1**.

4-H Club Name Ye	ar
Account Information: Checking account 🔲 Savings acco	ount 🗌
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	•
Date Check# Payee Expense (list item) Ref	ason/concern

-continued-

Other Comments:

I have examined the financial to be:	records of the above named club and have found them
In order	
In order, but in nee	d 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

Revised 12/2011

Cooperating Agencies: Rutgers, The State University of New Jersey, U.S. Department of Agriculture, and County Boards of Chosen Freeholders. Rutgers Cooperative Extension, a unit of the Rutgers New Jersey Agricultural Experiment Station, is an equal opportunity program provider and employer.



Club Assets

Please list any material assets your club owns that have a value of more than \$50. Assets are property your club owns and uses. These will vary based on your club. A shooting sports club may own archery equipment whereas a livestock club may own fencing for pens used at your fair.

Because these items were purchased by (or donated to) your 4-H club, it's important to list them along with the funds in your club's treasury.

Please use the table below to list your club's assets. (You may also create a similar table or spreadsheet so long as you provide the information below.) This information should be included with your club's *Annual Review of Treasury*.

Description of Asset	Model Number (if applicable)	Serial Number (if applicable)	Estimated Value
Example: Daisy Air Rifle	953	120604512	\$200