### **Manually Preparing the Annual Financial Summary**

For those not opting to take advantage of the additional features found within the *Idaho 4-H Electronic Treasurer's Record*, the manual version of the Annual Financial Summary found on the next page provides the guidance needed to complete and submit the required information by November 1. It is essential that each club or affiliate submit their annual financial information utilizing the designated categories, as these details from each of nearly 1,000 different groups across Idaho has to be summarized into one statewide report.

The following provides a list of the various categories available and examples of the different types of items which might fit within that category:

#### **INCOME:**

Awards (group prizes from fairs, parades, expositions, etc.)

**Donations / Sponsors** (contributions not linked to a fundraising event)

<u>Dues / Enrollment Fees (club dues, county/state enrollment fees, insurance, etc.)</u>

<u>Fundraising / Sales</u> (spaghetti feed, candle sales, club t-shirts, etc.)

Interest (bank interest earned)

**Other Income** (any source not covered above)

#### **EXPENSES:**

Awards /Scholarships (awards, cards, gifts, club scholarships: KYG, Teen Conf, etc.)

Bank Fees (check charges, late fees, etc.)

<u>Club Activities</u> (summer picnic, community pride, club food/refreshments, etc)

Club Supplies (office supplies, postage, club scrapbook, etc.)

**Donation / Contribution** (funds given -- St. Jude, Cancer Society, etc)

**Enrollment / Insurance** (county/state enrollment payments, leader insurance, etc.)

**Equipment** (purchase or repair of club-owned equipment)

Fair & Project Supplies (fair decorations, bow strings, scrapbook supplies, etc.)

**Fundraising / Sales** (all related expenses, inc. advertising, judges, etc.)

**Rental** (fees for meeting space, rental of project-related equipment, etc.)

Other Expenses (any expenses not covered above)

Please be certain to fill in <u>all</u> the requested information; enter a zero "0" in any box, if not applicable. After finishing, ensure that your club/group has scheduled time in early October to completed the Annual Club Financial Audit (see page 3 & 4 below). Once the audit is completed, make sure copies of the **Annual Financial Summary**, the **Audit Committee Certification Form** and **Last month's bank statement** is given to your Organzational or group leader so they can submit these materials to the local Extension office by November 1.

In addition to providing an accurate accounting for all 4-H finances (which are ultimately public funds), details from the Annual Financial Summary can provide valuable information as the club/group prepares their budget for the following year. As treasurer, you perform a vitally important role.

	Annual Financial Summary - Manual Completion Option		91631
	Name of 4-H Club:		
	Club EIN #:	_	
	Name of Bank:		
	For 4-H Year Starting October 1, and ending Se	ptember 30,	
1	Balance at Beginning of Year (enter a value)		
2	INCOME (by grouping, activity, or event)		
3	Awards		
4	Donations / Sponsors		
5	Dues / Enrollment Fees		
6	Fundraising / Sales		
7	Interest		
8	Other Income		
9	Total Income for Year (add lines 3 thru 8)		
10	Adjusted Balance (add line 1 and line 9)		
11	EXPENSES (by grouping, activity or event)		
12	Awards / Scholarships		
13	Bank Fees		
14	Club Activities		
15	Club Supplies		
16	Donations / Contributions		
17	Enrollment Fees / Insurance		
18	Equipment		
19	Fair / Project Supplies		
20	Fundraising / Sales		
21	Rental		
22	Other Expenses		
23	Total Expenses for Year (add lines 12 thru 22)		
24	Balance at end of Year (subtract line 23 from line 10)		
	If line 24 doesn't agree with your bank statement, complete i	ines 25-27	
25	Add total of checks that haven't cleared the bank		
26	Subtract total of deposits that haven't cleared the bank		
27	Adjusted Balance (line 24 + line 25 - line 26)		
	{Should agree with ending bank statement}		
	Prepared by (Treasurer)	Date:	
	Organizational Leader	Date:	
	Extension Educator	Date:	

## 4-H Program Annual Financial Audit Committee Certification

(Effective: October 1, 2012)

Any 4-H club/group that receives or spends club funds, regardless of the amount, must complete this form along with their Annual Financial Summary. Submit both of these documents (plus your most recent bank statement, if applicable) to your local Extension Office by November 1<sup>st</sup>.

County (name):					
Name of Club or Group:					
Actual date audit was conducted:					
We have carefully audited the available financial records noted above and certify this report to be correct to the be or recommendations in the space provided below.}					
Signature:	Date:				
Signature:	Date:				
Signature:	Date:				
Signature:	Date:				
Comments / Recommendations:					

Remember: submit this form and the club's Annual Financial Summary by November 1st

{The checklist on the following page may help in completing the Audit process}

# 4-H Club / Group Financial Audit Form Checklist

	Date	s Covered by Audit: (from) (to)
	Nam	e of Club/Group:
	Trea	surer's Name:
Yes No	_	Are the group's funds on deposit at only one bank?  Bank Name:
		<del></del>
		Have funds been reported and deposited appropriately?
		Does the bank balance agree with the balance in the treasurer's record?
	4.	Have amounts received and amounts spent be promptly entered in the treasurer's record with the date and explanation of the transaction?
	5.	Have all checks been signed by two members the treasurer and at least one other member authorized by the club / organization?
	6.	Are these two people from different families?
	7.	Have all disbursements been made by check?
	8.	Have any checks been made to cash?
	9.	Are all checks pre-numbered and pre-printed?
	10.	Have any counter checks been used?
	11.	All disbursements are properly documented. Supporting documents include evidence of purchase, original receipt, and approval.
	12.	All such support documents are cancelled in a manner that assures they cannot be reused
	13.	Those authorized to sign checks are bonded, if annual receipts total more than \$10,000.
	14.	Voided checks are available for inspection.
	15.	Printed pre-numbered receipt forms are properly used for receipt of cash, and carbon copies are kept and maintained.
	16.	Restrictive endorsements (i.e., using the phrase "For deposit only") is placed on incoming checks as soon as they are received.
	17.	Financial Overages or shortages are properly recorded in the treasurer's records.
	18.	Bank deposits are certified by means of a duplicate deposit slip or entry in the checkbook register
	19.	Checks returned by bank for insufficient funds are controlled and a follow-up maintained.
	20.	Bank deposit bags or lock boxes are used for safeguarding cash and checks. Cash and checks are deposited within a week of being received
	21.	Annual financial statements and monthly reports are provided by the treasurer, including: account balances; receipts; expenditures and closing balances.