



4-H YDP TREASURER'S REPORTS

4-H CLUB NAME: _____

In: _____ Tulare _____ County, California

Fiscal Year: July 1, _____ to June 30, _____

Treasurer: _____

President: _____

Community Club Leader: _____

Treasurer Advisor: _____

Checking Account #: _____

Savings Account #: _____

Name of Bank: _____



Protected Under
18 U.S.C. 707

4-H YDP CLUB BUDGET

CLUB NAME: _____ **JULY 1,** _____ **TO JUNE 30,** _____

LOCATION: _____ **TOTAL OPENING BALANCE \$** _____

ESTIMATED INCOME (SOURCE, USE, PURPOSE)	BUDGETED		ACTUAL	
(Sub-Accounts)				
TOTAL INCOME	\$		\$	

ESTIMATED EXPENSES (DESCRIBE)	BUDGETED		ACTUAL	
(Sub-Accounts: projects, events)				
TOTAL EXPENSES	\$		\$	
TOTAL CLOSING BALANCE	\$		\$	

We certify that this budget was approved by the club/unit meeting on (date) _____

Club President's Signature _____ Treasurer's Signature _____

Club Leader's Signature _____

4-H YDP LEDGER

CLUB NAME: _____ **MONTH OF:** _____ **YEAR** _____

LOCATION: _____

OPENING BALANCE \$ _____

CASH ON HAND + _____

TOTAL OPENING BALANCE = _____

INCOME						
DATE	RECEIPT #	FROM	PURPOSE	SUB-ACCOUNT TO:	AMOUNT	
Total Income for Month						

Expenses						
DATE	CHECK #	TO	PURPOSE	SUB-ACCOUNT TO:	AMOUNT	
Total Expenses for Month						

Keep the Following with this Monthly Report:

- Bank Statements
- Cancelled Checks
- Voided Checks
- Reconciliation Report
- Receipts for Income
- Bank Deposit Slips
- Expense Documentation

Opening Balance	\$	
Income	+	
Expenses	-	
Closing Balance	=	
Cash on Hand	+	
Total Closing Balance	=	

4-H YDP SUB-ACCOUNTS LEDGER

CLUB NAME: _____ **MONTH OF:** _____ **YEAR** _____

LOCATION: _____

BEGINNING BALANCE

SUB-ACCOUNT NAME:

DATE	RECEIPT #	INCOME FROM	AMOUNT		BALANCE	
DATE	CHECK #	EXPENSE DESCRIPTION	AMOUNT		BALANCE	
ENDING BALANCE						

BEGINNING BALANCE

SUB-ACCOUNT NAME:

DATE	RECEIPT #	INCOME FROM	AMOUNT		BALANCE	
DATE	CHECK #	EXPENSE DESCRIPTION	AMOUNT		BALANCE	
ENDING BALANCE						

BEGINNING BALANCE

SUB-ACCOUNT NAME:

DATE	RECEIPT #	INCOME FROM	AMOUNT		BALANCE	
DATE	CHECK #	EXPENSE DESCRIPTION	AMOUNT		BALANCE	
ENDING BALANCE						

ANNUAL FINANCIAL REPORT

JULY 1, _____ - JUNE 30, _____

COUNTY: _____

TREASURER NAME: _____

CLUB NAME: _____

TREASURER PHONE: _____

EIN: _____

TREASURER EMAIL: _____

BANK ACCOUNT:
 ___ CHECKING ___ SAVINGS ___ OTHER

BANK ACCOUNT:
 ___ CHECKING ___ SAVINGS ___ OTHER

BANK NAME: _____

BANK NAME: _____

LAST 4 DIGITS OF ACCOUNT NUMBER _____

LAST 4 DIGITS OF ACCOUNT NUMBER _____

BALANCE AT THE END OF PREVIOUS YEAR \$

MONTH	TOTAL INCOME	- TOTAL EXPENSES	= BALANCE
JULY			
AUGUST			
SEPTEMBER			
OCTOBER			
NOVEMBER			
DECEMBER			
JANUARY			
FEBRUARY			
MARCH			
APRIL			
MAY			
JUNE			
TOTAL FOR THE YEAR	\$	\$	\$
		INVENTORY TOTAL VALUE	\$

Please attach any comments to an additional page.

PEER REVIEW CHECKLIST (PAGE 1 OF 2)

CLUB NAME: _____ **FISCAL YEAR : JULY 1,** _____ **- JUNE 30,** _____

Audit Date _____

Persons authorized to sign on checking account:

Our bank records are in the possession of: _____

The review team should be comprised of two adult volunteers and two members. Committee members should not include the treasurer, relatives of the treasurer, or anyone who has authority to sign checks. The review team should attach recommendations to this page after checking the following:

- Check each month's reconciled bank statement and canceled checks.** If the treasurer found differences during the month, ask what was done to make corrections. Make sure that two authorized members or volunteers signed all checks. (Make sure that the person who signed the reimbursements is not related to the treasurer.)
- Check the ledger entries and make sure that the entries are complete and up-to-date.** Compare some of the ledger postings to checks, bills, and deposits. If any discrepancies are found, ask the treasurer to explain.
- Examine all voided checks.** If a voided check is not on file, verify that the check has not cleared the bank by examining the bank statement to make sure the voided check number is not listed.
- Total all money (cash and checks) received.** If receipts were written, make sure that they are in numerical sequence and that all funds are listed on the ledger.
- Total all deposits made to the bank account.** The total should equal the total of all funds received as recorded in the ledger and monthly treasurer's reports, unless the treasurer's ledger report shows that some funds were retained as petty cash.
- Total all money spent.** Make sure that a written bill or receipt is on file for each expense. Make sure that all expenses were paid by check and not in cash.
- Look at the Annual Financial Report.** Make sure that the expense and deposit amounts listed agree with the amounts in the treasurer's ledger reports, the totals in the check register, and the bank statements.
- Check end of the year balance.** Make sure that the treasurer's total balance at the beginning of the year (bank balance plus petty cash), plus all funds received, minus all expenditures, equals the treasurer's total balance at the end of the year (bank balance plus petty cash).
- IRS Income Check.** If the funds received during the fiscal year (July 1 – June 30) were greater than \$25,000, make sure that the treasurer filed a tax report (Form 990) to the IRS.
- Check to see that the club has only two accounts,** unless more have been approved.

PEER REVIEW CHECKLIST (PAGE 2 OF 2)

- Make sure the club has an IRS Employer Identification Number (EIN).**
- Examine the unit inventory sheet** and be sure that a letter or receipt is on file for each gift received, which documents the donor, date received, and value of the gift.
- Make sure all paper work has been submitted to 4-H YDP office** by county date.

This certifies that the review team has reviewed the financial records and finds them:	
<input type="checkbox"/> In order	<input type="checkbox"/> In order upon implementation of the attached recommendation(s)
<input type="checkbox"/> requiring further review and action	Signatures of Peer Review Committee:
_____	_____
_____	_____

REVIEW TEAM COMMENTS:

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