

Hello Club Leader,

It is time for club audits again.

We audit clubs because 4-H funds are public funds, the finances for each club and group must go through an audit every 4 year. This practice of auditing protects the club or group, the treasurer, and the public. All clubs will go through the audit process. All clubs are being asked to have their audit information in the Extension Office no later than January 31st at 4:00 p.m. You will need to provide the following:

- Your club bylaws
- All Financial Records from January 1, 2023, to November 30, 2023 (On to December if your club meets until this time). This includes all bank statements and check ledger.
- Treasurer's Records from January 1, 2023, to November 30, 2023 (On to December if your club meets until this time).
- Secretary's Reports from January 1, 2023, to November 30, 2023 (On to December if your club meets until this time).
- Documentation supporting all expenditures (bills, receipts, etc.)
- Documentation of all income (receipts, etc.)
- Fundraiser Approval forms
- Donation Approval/Acceptance and supporting documentation
- 4-H Club Inventory Form

If you are one of the few clubs that do not handle money, please provide your Secretary's records and minutes for the timeline stated above along with a note indicating this.

This is also a great time to turn in your End of Year Financial Summary (unless you will have income or expenditures before December 31st).

If you have any questions, please call our office or reach out over email,

Sierra