

## Ohio 4-H Clubs Annual Financial Review & Audit (For Clubs who do not handle money)

**Complete and Return a Copy to the Medina County 4-H Office by December 15th.**

**Maintain A Copy with Your 4-H Club Financial Records!**

The following form should be completed when conducting an audit. Make sure to follow the Audit Steps outlined in the *4-H Club/Affiliate Audit Procedures* guidelines.

Name of 4-H Club: \_\_\_\_\_

EIN Number: \_\_\_\_\_ Date of Reviewed/Audited: \_\_\_\_\_

### Audit Steps

The following steps should be taken when conducting an audit. Follow the *Ohio 4-H Clubs and Committees Annual Financial Review & Audit* form when completing the audit to indicate when items have been reviewed and findings or recommendations for future years.

1. Pull and review the Secretary's Minutes.  
Do you have minutes from each meeting?
2. Complete the attached checklist.  
Report to the membership of the 4-H Club the findings  
Submit this form to the county Extension Office by deadline stated above.
3. Does your Club collect or raise money?  
If so, this is not the form to use, please advise OSUE Lorain County that your club status has changed, and you will need to meet with them to review your requirements.
4. Complete and submit the 4-H Club Yearly Financial Summary by the County Deadline.



Checklist of items to complete: The purpose of this checklist is to assist the 4-H youth secretary, the adult volunteer working with the 4-H club or group and the auditors in their review. All items that have been marked, 'no' need to be corrected.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	The club takes in money for the year.
<input type="checkbox"/>	<input type="checkbox"/>	Secretary's Minutes were collected and reviewed.
<input type="checkbox"/>	<input type="checkbox"/>	Secretary's Minutes reflect attendance at each meeting
<input type="checkbox"/>	<input type="checkbox"/>	Secretary's Minutes reflect activities for the club (includes voting)
<input type="checkbox"/>	<input type="checkbox"/>	Club Organizational Leader maintains a copy of the Secretary's Minutes – these belong to the club and are to follow the club.
<input type="checkbox"/>	<input type="checkbox"/>	Those completing the audit are at least two persons not related to the Secretary
<input type="checkbox"/>	<input type="checkbox"/>	If needed, suggestions have been made below regarding keeping more accurate club records, or any tips for a new secretary.

Check all that were used for this review/audit:

- Meeting Minutes
- Other \_\_\_\_\_

Please list any comments or recommendations. Specify any discrepancies and/or recommendations for how to better keep track of financial records in the future. If an item received a 'no' on the checklist, specify how to correct this in the future.

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Names and Signatures of Audit & Review Committee Members:

Print Name	Signature	Date	Role with club

Reference:

UW-Madison Extension (2021) *4-H Club, Group, or Committee Audit Checklist*  
<https://4h.extension.wisc.edu/files/2021/06/Fillable-Audit-Checklist.pdf>