4-H Club Financial Audit Checklist

A checklist for 4-H clubs to audit their financial records, confirming that deposits, payments, and balances are properly recorded. Print it, tick each box as you go, and file the page with your records.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Gather bank statements and ledger	☐	☐	☐
Check opening balance	☐	☐	☐
Match deposits to receipts	☐	☐	☐
Match payments to receipts	☐	☐	☐
Review checks and approvals	☐	☐	☐
Confirm fundraiser income records	☐	☐	☐
Check that two people reviewed	☐	☐	☐
Note and correct errors	☐	☐	☐
Report findings to club	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Have someone who did not keep the books perform the audit and report to the club.

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