

# Annual Club Audit Report

For the Period of Jan. 1 to Dec. 31

2019

Club Name: SAMPLE 4-H Club

## Account Balance at Beginning of Year:

From Previous Year (2018) Audit Form - "LINE D"    **A**    \$25.00

## REVENUES:

1. Membership Dues	\$200.00
2. Donations	
3. Grants	\$50.00
4. Sponsorships	
5. Awards/Prizes	
6. Event Entry/Participation Fees	
7. Stipend Revenue	
8. Bank Interest	\$5.00
10. Fundraisers (*From Schedule 1)	\$200.00

**Total Revenue for Year**    **B**    \$455.00

## EXPENSES:

1. Club Supplies	\$100.00
2. Event Entry/Participation Fees	
3. Meeting Space Rental	
4. Awards/Prizes	
5. Donations	
6. Sponsorships	
7. Event Expenses (non-fundraiser)	
8. Travel	
10. Bank Fees	\$2.00
11. Fundraisers (**From Schedule 1)	\$100.00

**Total Expense for Year**    **C**    \$202.00

**Account Balance at End of Year (A + B - C)**    **D\***    \$278.00

\*This is the amount that you will bring forward to Line A in the 2020 Audit Form.

SCHEDULE 1 - CLUB FUNDRAISERS		
Fundraiser Name	Amount of Revenue	Amount of Expense
1. Spaghetti Dinner	\$200.00	\$100.00
2.		
3.		
4.		
5.		
<b>TOTALS</b>	\$200.00	\$100.00
	*List on Item 10 - Revenue Section	** List on item 11 - Expense Section

*continued on the following page*

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## Bank Statement Reconciliation

Statement Balance at End of Year

**D\*** \$278.00

\*This is the amount that was brought forward from Line D on the previous page.

Add back checks that haven't shown up on bank statement

**E** \$10.00

Subtract deposits that haven't shown up on bank statement

**F** \$0.00

**Adjusted Balance** (Should agree with bank statement. Include a clear copy of bank statement showing balance that agrees with this total adjusted balance.)

Adjusted Balance at End of Year (D + E - F)

**G** \$288.00

### Type of Account

### Account Number Account Balance

Checking Account #1	xxxxxxxxxx	\$288.00
Checking Account #2		
Savings Account #1		
Savings Account #2		

Total of Accounts at End of Year

**H** \$288.00

The calculation on this line should always equal zero

**I** \$0.00

**\*\*Please include a copy of EACH respective bank statement front page showing year-end balance**

**Approved by:**

Club Leader (signature & date): \_\_\_\_\_

Club Adult Volunteer (signature & date): \_\_\_\_\_

Club 4-H Member (signature & date): \_\_\_\_\_

Club 4-H Member (signature & date): \_\_\_\_\_

**Reviewed/Approved by:**

County Office \_\_\_\_\_

State Office \_\_\_\_\_

Did you receive a grant or sponsorship from any entity during the past 4-H audit year for \$5,000 or more? If yes, please provide the following information:

Grantor/Sponsor Name	Amount	Grant or Sponsorship
1. State of Delaware	\$7,000.00	Sponsorship
2.		