

Club Audit Procedures

The purpose of a Club Audit is to ensure that non-profit funds are being utilized properly. Audits are conducted by at least four individuals that have been identified by the 4-H Professional. Clubs should be audited every three years. However, it is at the discretion of the 4-H Professional as to how the clubs are selected. Note, change in club leadership or disbanding could be reasons for a club to be audited before the three-year timeframe. The goal is to assist all clubs with understanding the proper financial procedures to protect those in charge of the club finances and to give assurance to the community that money is being handled properly.

What to Do:

You've received a packet of information that may seem overwhelming. Here is a quick glance at what you need. Please review the packet of information to ensure you have everything you need for your audit.

1

Gather all financial documents from the past 3 years.

2

Secure minutes from meetings to show approval of money spent.

3

Meet with club treasurer and another adult volunteer.

4

Review the checklist of items, to ensure you have everything.

5

Organize your documents to follow the checklist.

6

Complete the Ohio 4-H Clubs and Committees Financial Summary & Audit document.

7

Turn in Ohio 4-H Clubs and Committees Financial Summary & Audit document and all required documents to your 4-H Professional.

8

Materials will be returned with feedback from the audit committee. Contact your 4-H professional with any questions!

