



### Berkeley County 4-H Club State 2011-2012 Auditor's Checklist

Each Club Leader is to meet and review with 4-H Agent on/or before November 30, 2011

*It is the responsibility of the club leader to complete this form, obtain club documentation as requested and schedule to meet with the 4-H Agent to review club documentation on/or before November 30th each year. Please contact Doug Hovatter, 4-H agent to schedule a time/date/location to meet. Email or call and we'll work out a time and location that works for you. Thank you for your cooperation and support.*

Club Name: \_\_\_\_\_

4-H Club Organizational Leader: \_\_\_\_\_

Club Meeting Day: M T W T F Time: \_\_\_\_\_ Location: \_\_\_\_\_

Leader Address: \_\_\_\_\_

Leader Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address for Club Leader \_\_\_\_\_

4-H Club Annual Audit Review Criteria for 2011 - 2012	YES	NO
Club EIN # is:		
2011 Club Secretary's Minutes		
Club Check Book with original ledger		
2011 Club Treasurer's financial summary with two signatures		
2011 Club receipts and invoices matched to check numbers		
All club bank account statements on file at Extension office		
Copy of Bank Signature card on file or attached to this report		
2012 List of club officers attached		
2012 Club enrollment summary attached		
2012 Club budget attached		
2012 Club plan listing programs, community service and fundraisers attached		
2012 Approved Club By Laws attached		
2012 Club Members, Leaders & Parents have signed Code of Conduct/Media Form - attached. All later sign-ups to use individual forms; forward to office		
Signature of club leader that they have read and understand the regulations regarding 4-H name and emblem use as provided by USDA Signature _____ Date _____		
<b>Extension Office Use Only</b> Date Received: _____ Date of Review: _____ Date Club Re-Chartered for 2011-2012: _____ Date Club Leader Code of Conducts Completed _____ Comments:		

Extension Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_