

4-H Program Annual Financial Audit Committee Certification

(Effective: October 1, 2012)

Any 4-H club/group that receives or spends club funds, regardless of the amount, must complete this form along with the Annual Club Financial Summary. **Submit both of these documents (plus your most recent bank statement, if applicable) to your local Extension Office by November 1st.**

County (name): _____

Name of Club or Group: _____

Actual date audit was conducted: _____

We have carefully audited the available financial records and accounts for this club/group on the date noted above and certify this report to be correct to the best of our knowledge. {Provide any comments or recommendations in the space provided below.}

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Comments / Recommendations:

Remember: submit this form and the club's Annual Financial Summary by November 1st

{The checklist on the following page may help in completing the Audit process}

