**4-H AFR Tip Sheet/Reminders:**

* **Keep copies of your AFR paperwork from year to year.**
* Verify your EIN from year to year. (It should not change.)
* ONLY enter WI Tax Exempt Number IF it is specific to your EIN. (Most clubs do not have one and that is okay.)
* 4-H “Youth” Leader Name/Signature is a club/organization youth officer. If there isn’t one, put N/A. An adult should not sign here.
* **Annual Accounting Form**
* Beginning balance (7/01/current year) should match the ending balance of previous year (6/30/last year). (Double check last year’s ending balance on page 2 of the AFR.)
* Ending balance (June 30, current year) **must match** the checkbook register or spreadsheet. (It may not match the bank statement due to outstanding checks.)
* Double check addition of Income (Funds Received).
* Monies given to clubs from the Leaders Association to offset membership dues should be entered under either **Member Dues or Donations Received**.
* Total Income is the sum of the six boxes under Income.
* ALL expenses (checks written or debits) **must be accounted for** under Expenses, this includes outstanding checks written prior to July 1.
* The Auto-Calculate function does work and helps to ‘catch’ mathematical errors. Remember columns A + B – C = D
* If your club does not participate in large, independent fundraisers, you will need **to fill in** **“YES”** on question 2, “Did the 4-H club or Group receive at least 1/3 of its income from some combination of donations, membership dues, and fundraisers?”
* **Audit Checklist**
* **ALL auditors shall** fully audit the paperwork of the club/group. They cannot simply sign the paper stating that they did. AFRs are audited at the county level prior to uploading to the state, therefore, there should not be errors found at the county-level, if club auditors are physically auditing the finances. Please allow your auditors time to fully audit page 2, in comparison with your checkbook and savings register and/or spreadsheet in comparison with the bank statement.
* There might be outstanding checks after June 30 or July 1 (present year). You cannot control when checks clear, but need to account for outstanding checks either on the audit checklist, page 2, or on your bank statement page.

Reminder: your **ending balance should match the checkbook register**, but may not match the bank statement.

* ALL checks/debits **must** have a matching receipt, invoice, or request for payment form.

Best Practices within the club/group would also include the proposed budget and/or approved meeting minutes where the expenditures were voted on.