

EXAMPLE

River Valley Extension District 4-H Club or Affiliated Group Annual Financial Review

Each year, a committee must complete a Financial Review of the records for your club or affiliated group. The financial review committee must:

- Be comprised of two (2) adult volunteers and two (2) 4-H members (4-H age 12-18)
- Not be signatories on financial accounts
- Not have familial or financial relationships to signatories on financial accounts

Club/Unit Name: Happy Clovers 4-H Club

Bank Statement Year: October 10, 2016 to October 9, 2017.
(These dates should be the bank statement cycles closest to the 4-H year – October 1st, 2016 – September 30th, 2017.)

Bank Account Number: 12345678 Type of Account: Checking Bank: NCK Bank

Beginning Bank Statement Balance: \$4,532.81 Ending Bank Statement Balance: \$3,801.53
↳ As of 10/10/16 *↳ As of 10/9/17*
Outstanding Debts/Checks Total: \$125.00

Beginning Register Balance: \$4,618.20 Ending Register Balance: \$3,676.53
↳ As of 10/10/16 *↳ As of 10/9/17*
Does the Ending Bank Statement Balance minus Outstanding Debts equal Ending Register Balance? Yes

Bank Account Number: 9876-4321 Type of Account: Savings Bank: NCK Bank

Beginning Bank Statement Balance: \$1,203.08 Ending Bank Statement Balance: \$1,203.10
Outstanding Debts/Checks Total: Ø

Beginning Register Balance: \$1,203.08 Ending Register Balance: \$1,203.10
Does the Ending Bank Statement Balance minus Outstanding Debts equal Ending Register Balance? Yes

Please list your organization's employer identification number (IRS Tax ID or FEIN): 98-7654321

Our 2016-2017 4-H Year bank records were in possession of: Greg Green

Our 2017-2018 4-H Year bank records are in possession of: John Jolly

Persons authorized to sign on your club or affiliated group financial account(s): Susie Sunshine, Hannah Happy, Greg Green

List at least five major financial events or activities of your club or group during the 2016-2017 4-H Year. Please include the income and expense from each of these events. NOTE: There may only be income or expense. List \$0 as it applies.

Event/Activity	Income	Expense
1. <u>Skating Party</u>	<u>Ø</u>	<u>\$318.21</u>
2. <u>Food Stand</u>	<u>\$721.30</u>	<u>\$592.88</u>
3. <u>T-shirts</u>	<u>\$201.83</u>	<u>\$188.97</u>
4. <u>Camp Scholarships</u>	<u>Ø</u>	<u>\$150.⁰⁰</u>
5. <u>District 4H Club Day skit supplies</u>		<u>\$21.82</u>

EXAMPLE

Financial Review Committee Checklist: Please look over the following to ensure accuracy of accounting practices. Check mark all items that are present and in order.

- Club/Unit budget and any addendum
- Canceled checks and deposit slips
- Treasurer's ledger reports (check register)
- Receipts for all income
- Financial Institution Statements (Bank Statement)
- Bills and/or approval in minutes for all expenses
- Year-end financial report and/or Yearly Summary of Club Finances

List any recommendations for improvement (do not include issues that need addressed): All receipts were present but maybe have them in better order.

Financial Review Committee Findings:

This certifies that the financial review committee has reviewed all of the above and finds that the financial records: (Check One)

Are in Order

Require further review and action of the following, which must be completed within 30 days of the original financial review with a written report submitted to your local Extension Office of actions taken:

By signing, I verify that I participated in the financial review committee process and agree with the above finding, am not a family member of any signatories of the account(s), am not personally a signatory on the account(s), and have adhered to all of the guidelines established for a Financial Review Committee member.

	Name (Please Print)	Signature	Date
Adult:	<u>Kevin Clover</u>	<u>Kevin Clover</u>	<u>10/21/17</u>
Adult:	<u>Betty Bliss</u>	<u>Betty Bliss</u>	<u>10/21/17</u>
Youth:	<u>Callie Clover</u>	<u>Callie Clover</u>	<u>10-21-17</u>
Youth:	<u>Paul Positive</u>	<u>Paul Positive</u>	<u>10.21.17</u>

EXTENSION OFFICE USE ONLY

Date Received in Office: _____ Reviewed By: _____

The River Valley Extension District #4 Executive Board has reviewed the report of the Financial Review Committee and approved the report on: Date: _____

Signature of Extension Board Representative: _____