

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. **Please do not complete the financial review in pencil. The review must be completed in pen.**

The financial review committee must:

- Be comprised of two (2) adult volunteers and two (2) 4-H members (4-H age 10-18)
- Not be signatories on financial accounts
- Not have familial or financial relationships to signatories on financial accounts

Club/Unit Name: _____

Bank Account Number: _____ **Type of Account:** _____ **Bank:** _____

Looking at 12 monthly bank statements that are closest to the 4-H Year - October 1st, 2019 – September 30th, 2020.

Bank Statement Year: _____, 2019 to _____, 2020.

(Beginning Statement Date on 1st Statement) (Ending Statement Date on 12th Statement)

Beginning Bank Statement Balance: _____ Ending Bank Statement Balance: _____

(On 1st Statement) (On 12th Statement)

Outstanding Debts/Checks Total: _____

Beginning Register Balance: _____ Ending Register Balance: _____

Does the Ending Bank Statement Balance minus Outstanding Debts equal Ending Register Balance? _____

Bank Account Number: _____ **Type of Account:** _____ **Bank:** _____

Looking at 12 monthly bank statements that are closest to the 4-H Year - October 1st, 2019 – September 30th, 2020.

Bank Statement Year: _____, 2019 to _____, 2020.

(Beginning Statement Date on 1st Statement) (Ending Statement Date on 12th Statement)

Beginning Bank Statement Balance: _____ Ending Bank Statement Balance: _____

(On 1st Statement) (On 12th Statement)

Outstanding Debts/Checks Total: _____

Beginning Register Balance: _____ Ending Register Balance: _____

Does the Ending Bank Statement Balance minus Outstanding Debts equal Ending Register Balance? _____

Please list your organization's employer identification number (IRS Tax ID or EIN): _____

Our 2019-2020 4-H Year bank records were in possession of: _____

Persons authorized to sign on your club or affiliated group financial account(s) for 2019-2020: _____

Our 2020-2021 4-H Year bank records are in possession of: _____

List five major financial events or activities of your club or group during the 2019-2020 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. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

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): _____

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: _____	_____	_____
Adult: _____	_____	_____
Youth: _____	_____	_____
Youth: _____	_____	_____

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: _____	