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.


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


(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.


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


(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.

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<tr>
<th>Event/Activity</th>
<th>Income</th>
<th>Expense</th>
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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: __________________________________________