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, 2021 – September 30th, 2022.

Bank Statement Year: ____________________, 2021 to ____________________, 2022.

(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, 2021 – September 30th, 2022.

Bank Statement Year: ____________________, 2021 to ____________________, 2022.

(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 2021-2022 4-H Year bank records were in possession of: ___________________________________________

Persons authorized to sign on your club or affiliated group financial account(s) for 2021-2022: __________________________

________________________________________________________

Our 2022-2023 4-H Year bank records are in possession of: _______________________________________________________

List five major financial events or activities of your club or group during the 2022-2023 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.

<table>
<thead>
<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.

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<thead>
<tr>
<th>Name (Please Print)</th>
<th>Signature</th>
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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: ______________________________________