

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, 2024 – September 30th, 2025.

Bank Statement Year: _____, 2024 to _____, 2025.

(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 2024-2025 4-H Year bank records were in possession of: _____

Persons authorized to sign on your club or affiliated group financial account(s) for 2024-2025: _____

Our 2025-2026 4-H Year bank records are in possession of: _____

List five major financial events or activities of your club or group during the 2024-2025 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) or am not a family member of any other adult on the review committee, 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: _____