

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. **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: Happy Clovers 4-H Club

Bank Account Number: 1234-5678 Type of Account: Checking Bank: United Bank & Trust

Looking at 12 monthly bank statements that are closest to the 4-H Year - October 1st, 2021 – September 30th, 2022.

Bank Statement Year: October 10, 2021 to October 9, 2022.
(Beginning Statement Date on 1st Statement) (Ending Statement Date on 12th Statement)

Beginning Bank Statement Balance: \$4,532.81 Ending Bank Statement Balance: \$3,801.53
(On 1st Statement) (On 12th Statement)

Outstanding Debts/Checks Total: \$125.00

Beginning Register Balance: \$4,018.20

Ending Register Balance: \$3,670.53

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

Looking at 12 monthly bank statements that are closest to the 4-H Year - October 1st, 2021 – September 30th, 2022.

Bank Statement Year: October 1, 2021 to September 30, 2022.
(Beginning Statement Date on 1st Statement) (Ending Statement Date on 12th Statement)

Beginning Bank Statement Balance: \$1,203.08 Ending Bank Statement Balance: \$1,203.08
(On 1st Statement) (On 12th Statement)

Outstanding Debts/Checks Total: 0

Beginning Register Balance: \$1,203.08

Ending Register Balance: \$1,203.08

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 EIN): 98-7054321

Our 2021-2022 4-H Year bank records were in possession of: Greg Green

Persons authorized to sign on your club or affiliated group financial account(s) for 2021-2022: John Jolly, Susie Sunshine, Hannah Happy, Greg Green

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

List five major financial events or activities of your club or group during the 2021-2023 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.

Event/Activity	Income	Expense
1. <u>Skating Party</u>	<u>0</u>	<u>\$318.21</u>
2. <u>Food Stand</u>	<u>\$723.30</u>	<u>\$592.88</u>
3. <u>T-Shirts</u>	<u>\$201.83</u>	<u>\$150.00</u>
4. <u>Camp Scholarships</u>	<u>0</u>	<u>\$200.00</u>
5. <u>District 4-H Club Skit Supplies</u>	<u>0</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 are 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>10/21/22</u>
Adult: <u>Betty Bliss</u>	<u>Betty Bliss</u>	<u>10-21-22</u>
Youth: <u>Callie Clover</u>	<u>Callie Clover</u>	<u>10/21/22</u>
Youth: <u>Paul Positive</u>	<u>Paul Positive</u>	<u>10. 21. 22</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: _____