

# 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 1<sup>st</sup>, 2023 - September 30<sup>th</sup>, 2024.

Bank Statement Year: September 29, 2023 to September 28, 2024.  
(Beginning Statement Date on 1<sup>st</sup> Statement) (Ending Statement Date on 12<sup>th</sup> Statement)

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

Outstanding Debts/Checks Total: \$125.00

Beginning Register Balance: \$4,018.20 Ending Register Balance: \$3,676.53

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 2023-2024 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 2023-2024: \_\_\_\_\_

Susie Sunshine, Hannah Nappy, John Jolly & Greg Green

Our 2024-2025 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 2023-2024 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>Dist. 4H 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 order. Ex. Sept. followed by October.

### 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>10/21/24</u>
Adult: <u>Betty Bliss</u>	<u>Betty Bliss</u>	<u>10/21/24</u>
Youth: <u>Callie Clover</u>	<u>Callie Clover</u>	<u>10/21/24</u>
Youth: <u>Paul Positive</u>	<u>Paul Positive</u>	<u>10/21/24</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: \_\_\_\_\_