



4-H CLUB/GROUP or OTHER EXTENSION AFFILIATED GROUP

ANNUAL FINANCIAL REPORT

(to be completed by the Financial Review Committee)

Name of club or affiliated group _____ Unit Name _____
Financial Review Date _____

Each year a financial review committee for other Extension affiliated groups, consists of at least three adults; for 4-H Club financial reviews of treasurer books, it is recommended two adults and two 4-H members to demonstrate youth-adult partnerships. **Committee members may not be signatories on the group or club's financial account(s) or have familial or financial relationships to the treasurer.** In the event you do not have enough members to make up a review committee or you are unable to do so because of familial or financial relationships to the treasurer, you could consider asking a neighboring club or non-member individuals to help complete the review.

| Type of Acct. – Checking, Savings, CD | Account Number | Bank Name and Location | Beginning Balance October 1 | Ending Balance September 30 |
|---|----------------|---------------------------|--------------------------------|--------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Please list the organization's employer identification number or **IRS Tax ID# or EIN** _____
The bank records are in the possession of: _____

ALL persons authorized to sign on the club or affiliated group financial account(s)

_____ Check here to indicate NO EXTENSION EMPLOYEES are authorized to sign for this/these account(s).

List at least the five major financial events or activities of your club or group from the past year. Please include the income and expense from each of these events. **NOTE:** There may only be INCOME or EXPENSE, simply list a zero as it applies.

| EVENT or ACTIVITY | INCOME | EXPENSE |
|-------------------|--------|---------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

(Please Complete Other Side)

List any expenses or income that looks unusual:

1. _____

2. _____

This certifies that the financial review committee has reviewed the record keeping and financial balances and finds that they (Please check one as it applies):

_____ Are in Order

_____ Will be in Order upon implementation of the recommendations listed below. (List below and return the form to your local Extension Office for further instructions or comments by the date due.)

_____ Require further review and action (Further review and actions should be done within 30 days of the original financial review if possible. Recommendations should be included on this form-use additional paper if needed. A written follow up must be submitted to your local Extension Office of any actions taken. Submit this form by the date due without signatures).

The 4-H Club/Group or Other Affiliated Financial Review Committee found the following conditions or concerns in the financial records (attach additional paper if necessary):

The 4-H Club/Group or Other Affiliated Financial Review Committee makes the following recommendations (attach additional paper if necessary):

We have examined the treasury records of the club or affiliated group and believe all expenses and incomes to be accurate.

*Name (Please Print)

Signature

Date

1. _____

2. _____

3. _____

4. _____

5. _____

*By signing I verify that I am not a family member of the treasurer of this account(s), am not personally a signatory on the account(s) and have adhered to all the guidelines established for a Financial Review Committee member.

PLEASE KEEP A COPY OF THIS REPORT FOR YOUR CLUB'S FINANCIAL RECORDS

*** * EXTENSION OFFICE USE BELOW * ***

Date First Received In Office _____ Reviewed/Received By _____

_____ 1. All submitted information appears to be in order. No follow up information or actions are needed.

_____ 2. Corrections or additional information is needed as indicated: _____

Date approval was in Extension Council minutes _____

This document was adapted from a form developed by the Meadowlark Extension District

KSU 4-3 (April 2019)