

# Financial Review Report (Page 1 of 2)

Club/Unit Name: \_\_\_\_\_ Year October 1, 20\_\_ to September 30, 20\_\_

Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_

Bank: \_\_\_\_\_ Bank Address: \_\_\_\_\_

Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_

Bank: \_\_\_\_\_ Bank Address: \_\_\_\_\_

Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_

Bank: \_\_\_\_\_ Bank Address: \_\_\_\_\_

IRS Tax ID # (FEIN) \_\_\_\_\_ Financial Review Date: \_\_\_\_\_

Persons authorized to sign on financial account(s):

\_\_\_\_\_  
\_\_\_\_\_

Our bank records are in the possession of : \_\_\_\_\_

## FINANCIAL REVIEW COMMITTEE

The financial review committee is comprised of two adult leaders and two 4-H members. Committee members should not have familial or financial relationships to the treasurer.

## PROCEDURES FOR A COMMITTEE

1. Check each month's reconciled bank statement and canceled checks. Make sure the ledger (check register) postings are current and complete.
2. Examine all voided checks. If a voided check is not on file, verify that the check has not cleared the bank.
3. Total all funds received. Verify that cash receipts were written and that funds received were listed on the ledger reports (check register).
4. Total all deposits made to bank account. This total should equal the total of all funds received.
5. Total all expenditures. Verify that a written bill (or store receipt) is on file for each expenditure. Verify that all expenditures were paid by check, not cash.
6. Examine the Annual Financial Report and/or the Yearly Summary of Club Finances *(see page 23 of "The 4-H Treasurer's Record Book" 4-H 474 revised April 2000)*.
7. The treasurer's total balance at the beginning of the year, plus all funds received, minus all expenditures, must equal the treasurer's total balance at the end of the year.
8. Examine club minutes for monthly financial reports and club approval of all expenditures.
9. Examine the club inventory sheet and make sure that a letter or receipt is on file for each item, documenting donor, date, and value.

# FINANCIAL REVIEW REPORT (Page 2 of 2)

## FINANCIAL REVIEW COMMITTEE CHECKLIST:

- |   |  |
|---|--|
| <input type="checkbox"/> Club/Unit budget and any addendum                                | <input type="checkbox"/> Canceled checks and deposit slips |
| <input type="checkbox"/> Treasurer's ledger reports (check register)                      | <input type="checkbox"/> Receipts for all income           |
| <input type="checkbox"/> Financial Institution Statements (Bank Statement)                | <input type="checkbox"/> Bills for all expenses            |
| <input type="checkbox"/> Year end financial report and or Yearly Summary of Club Finances |  |

The financial review committee found the following conditions in the clubs financial records:

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The financial review committee makes the following recommendations:

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This certifies that the financial review committee has reviewed the record keeping and financial balances and finds that they : *(Check one)*

- Are in order  
 Will be in order upon implementation of recommendations  
 Require further review and action. *(This should be done within 30 days of the financial review)*

*Signatures of Financial Review Committee:*

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Dated \_\_\_\_\_