

MEADOWLARK EXTENSION DISTRICT
4-H CLUB or AFFILIATED GROUP Sub-Account Financial Review Form
 (to be completed on sub-accounts and provided to the Financial Review Committee)
DUE NOVEMBER 1st

Name of club or affiliated group _____ Identifier of sub-account _____

Financial Review Date _____

Each year a financial committee of at least **two adult leaders** and **two 4-H members** will need to prepare a Financial Review of the financial records of your club or affiliated group. **Committee members should not be signatories on your group or club's financial accounts or have familial or financial relationships to the treasurer.** The purpose of this form is to provide input to the financial review committee on the various sub-accounts that may exist within a broad account - 4-H Council as an example.

List major financial events or activities of your sub-account 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. _____	_____	_____

Beginning Balance in Main Account 10/01 (previous year):	\$ _____	Ending Balance in Main Account 09/30 (current year):	\$ _____
Beginning Balance in Sub-Account 10/01 (previous year):	\$ _____	Ending Balance in Sub-Account 09/30 (current year):	\$ _____

List any expenses or income that looks unusual:

1. _____
2. _____

This certifies that the record keeping and financial balances *(Please check one as it applies):*

_____ Are in Order *(Nothing to note for Review Committee)*

_____ Require further review and action *(List below further instructions or comments for review committee to note and follow up on.)*

Description of Transaction Discrepancy		
Items in Main Account to add to Sub Account:	\$ _____	_____
Items in Sub Account to add to Main Account:	\$ _____	_____

The Club or Other Affiliated Financial Review Committee should note the following conditions or concerns in the financial records:
(continue on back of form as needed)

Name (Please Print)	Signature	Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____