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.

<table>
<thead>
<tr>
<th>EVENT or ACTIVITY</th>
<th>INCOME</th>
<th>EXPENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ___________________________</td>
<td>___________________________</td>
<td>___________________________</td>
</tr>
<tr>
<td>2. ___________________________</td>
<td>___________________________</td>
<td>___________________________</td>
</tr>
<tr>
<td>3. ___________________________</td>
<td>___________________________</td>
<td>___________________________</td>
</tr>
</tbody>
</table>

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.)

<table>
<thead>
<tr>
<th>Description of Transaction Discrepancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items in Main Account to add to Sub Account: $</td>
</tr>
<tr>
<td>Items in Sub Account to add to Main Account: $</td>
</tr>
</tbody>
</table>

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*)

1. ___________________________________________________________________________________________
2. ___________________________________________________________________________________________
3. ___________________________________________________________________________________________
4. ___________________________________________________________________________________________

Name (Please Print) _____________________________ Signature _____________________________ Date _____________________________