



## WHAT YOU NEED TO BRING TO THE FINANCIAL REVIEW

**Community Club Name/Project:** \_\_\_\_\_

**Date of Financial Review:** \_\_\_\_\_ @ the 4-H office

**Time of Financial Review:** \_\_\_\_\_

You **must** have these papers in order. If it requires longer than the time allotted per financial review to complete this task you will be asked to finish in another location and then be worked in as the schedule permits.

\_\_\_\_\_ 4-H Treasurer Book.

\_\_\_\_\_ 4-H Annual Financial Review Summary Report (filled out)

\_\_\_\_\_ Bank Statements (Fiscal year is the same as programming year)

\_\_\_\_\_ Payment voucher and receipt/dues

\_\_\_\_\_ Club Inventory list

\_\_\_\_\_ Copies of approved fundraiser request and review forms

\_\_\_\_\_ Tax ID number

\_\_\_\_\_ Check Book

4-H FINANCIAL REVIEW REPORT

We have examined the Treasurer's books and records of \_\_\_\_\_  
\_\_\_\_\_, as of the close of business on \_\_\_\_ \_\_\_\_ \_\_\_\_.

In our opinion, the statement and related records, presents fairly the cash position of the \_\_\_\_\_  
\_\_\_\_\_, as of the above date.

Qualifications:

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

Dated: \_\_\_\_\_

\_\_\_\_\_  
Financial Reviewer

\_\_\_\_\_  
Financial Reviewer

\_\_\_\_\_  
Club Representative

Record Keeping Comments:

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

