

# TEXAS 4-H ANNUAL CLUB/GROUP FINANCIAL REVIEW

## Review Of Year: 2023-2024



All 4-H clubs or groups with a bank account under the Texas 4-H Inc 501(c)(3) umbrella, must complete an annual financial review to maintain their charter status. This form should be completed and submitted to the County Extension Office during the chartering process. This annual review should be based on the past twelve-months at time of review because of the chartering timeline. Members of the review team should be adults knowledgeable of basic bookkeeping/banking skills and NOT be affiliated with the club/group or County Extension Office.

Club Name:		EIN:
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**ACCOUNT INFORMATION**

BANK ACCOUNT #1	Type:   Checking   Savings   Other	Bank Name:		
	Signers On Account:		Balance at the time of Review: \$	
BANK ACCOUNT #2	Type:   Checking   Savings   Other	Bank Name:		
	Signers On Account:		Balance at the time of Review: \$	
BANK ACCOUNT #3	Type:   Checking   Savings   Other	Bank Name:		
	Signers On Account:		Balance at the time of Review: \$	

*The signers on the account(s) above must be from two different families and currently enrolled 4-H adult volunteer leaders.*

<b>Is there a debit card associated with this club/group? If yes, who has possession of it?</b>	<input type="checkbox"/> NO <input type="checkbox"/> YES	List Online Payment System (i.e., PayPal, Eventbrite, Bloom, etc.) being used and the email address associated with them:
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**FINANCIAL REVIEW**

List any expenses without receipts and/or any receipts that raise questions/concerns. (Include additional pages if needed.)

Date	Check #/Debit Card Entry	Payee	Expense (List Item)	Reason/Concern

Comments or Suggestions for Improvement:

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**CERTIFICATION**

We, the undersigned, have examined the financial records of the above-named club/group and found them to be:

<b>Select One:</b>	<input type="checkbox"/> IN ORDER <input type="checkbox"/> NOT IN ORDER <input type="checkbox"/> IN ORDER, BUT IN NEED OF BETTER ORGANIZATION OR RECORD KEEPING.
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	Reviewer's Printed Name	Occupation or Title	Signature	Review Date
1				
2				

**Reviewers cannot be associated with this club or any Extension Office. (The club manager cannot be a reviewer.)**

**EXTENSION AGENT REVIEW & CERTIFICATION**

I, the undersigned, Extension Agent have reviewed this financial review of the above mentioned 4-H club/group and certify that all concerns and recommendations have been addressed, and the club/group is following sound financial practices to continue being chartered as part of Texas 4-H.

I certify that all signers on bank accounts listed above are currently enrolled 4-H adult volunteer leaders.

Printed Name	Title	Signature	Date

**ALL SIGNATURES ARE REQUIRED IN ALL SECTIONS BEFORE SUBMITTING ONLINE**

