

**4-H CLUB/GROUP/AUTHORIZED UNIT
ANNUAL FINANCIAL SUMMARY REPORT
TO WASHINGTON STATE UNIVERSITY EXTENSION**

Reporting Year October 1, _____ to September 30, _____ Tax ID# (EIN) _____

Club/Group Name _____ Club/Group # _____ County _____

	Savings	Checking
Beginning Balance Date _____	\$ _____	\$ _____
Income this year	\$ _____	\$ _____
Expenses this year	\$ _____	\$ _____
Ending Balance Date _____	\$ _____	\$ _____

Bank Name _____

Account #: (checking) _____ (savings) _____

PART 1

List any Donors and Fundraising Activities

Description

	\$ _____
	\$ _____
	\$ _____

Date IRS Form 990 filed if required _____

(Required if Gross \$25,000 or greater)

Treasurer's Signature _____

Treasurer's Name (Printed) _____

PART 2

Peer Review Completed Date _____

Peer Reviewer Name: _____

Peer Reviewer Signature: _____

Agent's Name (Printed) _____

Date Received in County Office _____

Date Received in Foundation Office _____

Attach list of equipment or other assets the club/group owns. Include date acquired and current value.

This Form Due into the County 4-H Extension Office by January 31.

4-H FINANCIAL PEER REVIEW FORM

Year _____

Club/Group Name _____

Treasurer's Name _____

Club/Group Leader's Name _____

Yes

No

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Does this group have a treasury? |
| _____ | _____ | 2. Are the group's funds on deposit at the bank? |
| _____ | _____ | 3. Have funds raised been reported and deposited appropriately? |
| _____ | _____ | 4. Does the bank statement balance agree with the balance in the Treasurer's Book? |
| _____ | _____ | 5. Have amounts received and amounts spent been promptly entered in the Treasurer's Book with the date and an explanation of the transaction? |
| _____ | _____ | 6. Have all checks been signed as required by two people, the Treasurer and one other, authorized by the club/unit? |
| _____ | _____ | 7. Are those two people from different families and not related? |
| _____ | _____ | 8. Have all disbursements been made by check? |
| _____ | _____ | 9. Have any checks been made payable to cash? |
| _____ | _____ | 10. Are all checks pre-numbered and pre-printed? |
| _____ | _____ | 11. Have any counter checks been used? |
| _____ | _____ | 12. Have all disbursements been properly documented? Supporting documents include evidence of purchase, receipt, and approval. |
| _____ | _____ | 13. All such support documents are cancelled in a manner that assures they cannot be reused. |
| _____ | _____ | 14. No petty cash funds are used. |
| _____ | _____ | 15. Voided checks are organized and available for inspection. |
| _____ | _____ | 16. Printed pre-numbered receipt forms are properly used for receipt of cash. |
| _____ | _____ | 17. Restrictive endorsement, i.e., "for deposit only," is placed on incoming checks as soon as received. |
| _____ | _____ | 18. Duplicate copies of receipts for cash are maintained. |
| _____ | _____ | 19. Cash overages or shortages are properly recorded in books. |
| _____ | _____ | 20. Volunteers are prohibited from using cash receipts to make cash disbursements (the Treasurer writes checks of reimbursements). |
| _____ | _____ | 21. Adequate physical facilities are provided for safeguarding cash in the possession of individuals authorized to handle cash. |
| _____ | _____ | 22. Bank deposits are certified by means of a duplicate deposit slip or entry in the check register. |
| _____ | _____ | 23. Checks returned by the bank for insufficient funds are controlled and a follow-up maintained. |
| _____ | _____ | 24. Monthly and year-end reports are provided by the Treasurer, including: account balances, receipts, expenditures, and closing balances. |