



Annual Review of 4-H Club or Group Funds

Official 4-H Club or Group Name: _____

A. 4-H Club or Group Account Name (s): _____

Is this the proper account name? ☐ Yes ☐ No (Check One)

If NO, how should the account name be changed?: _____

B. Employer ID Number (EIN): _____

Is this a verified EIN? ☐ Yes ☐ No (Check One)

If NO, what is being done to acquire a verified Employer ID Number (EIN)?

C. Whose signatures are on the account (s)? _____

Are these approved and acceptable signatures? ☐ Yes ☐ No (Check One)

If NO, what is being done to correct this?

D. Is there an annual budget for this account number? ☐ Yes ☐ No (Check One)

If NO, what should be done to prepare a budget?

E. Is there a current financial statement for this account? ☐ Yes ☐ No (Check One)

F. Has an updated list of tangible property (Assets) owned by 4-H Club/Group been provided?
☐ Yes ☐ No (Check One)

G. Are there standing financial rules and policies for this 4-H Club/Group outlined in the Bylaws?
☐ Yes ☐ No (Check One)

If NO, what should be done to prepare financial rules and policies?

Today Date: _____

Reviewer's Signature: _____