



# Arkansas Extension Homemakers Council/Club Peer Review of Group Financial Records: Report

County \_\_\_\_\_ July 1 through June 30 \_\_\_\_\_

Council/Club Name \_\_\_\_\_

Group budget and any addendums  
Treasurer's ledger reports  
Bank Statements  
Year-end Financial Report  
Group Cash Handling Procedures

Canceled checks and deposit slips  
Receipts for all income  
Bills for all expenses  
Inventory Records

**The Review Committee found the following conditions:**

**The Review Committee makes the following recommendations:**

This certifies that the Review Committee has reviewed the recordkeeping and financial balances and finds them:

- In order;
- In order upon implementation of recommendation;
- Requiring further review and action.

\_\_\_\_\_  
Signatures of Review Committee

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Signatures of Review Committee

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City



# Arkansas Extension Homemakers Council/Club

## Peer Review of Group Financial Records

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County \_\_\_\_\_ July 1 through June 30 \_\_\_\_\_

Council/Club Name \_\_\_\_\_

Checking Account Number \_\_\_\_\_

Bank Name \_\_\_\_\_

Bank Address \_\_\_\_\_

IRS EIN # \_\_\_\_\_ Audit Date \_\_\_\_\_

Persons Authorized to Sign on Checking Account:

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Bank Records Are in the Possession of:

Name \_\_\_\_\_ Address \_\_\_\_\_

Note: Attach copy of the year-end bank or report statement. Send pages 1 & 2 to:

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