**Appendix**

**Forms and Sample Documents**

**Annual Financial Report**

[Annual Group Financial Report: Statement of Income & Expenses](http://intranet.uaex.edu/policy/Templates/Project_Guidelines/11-Annual%20Group%20Financial%20Report.docx)

[Annual Group Financial Report: Statement of Assets, Liabilities, and Equity](http://intranet.uaex.edu/policy/Templates/Project_Guidelines/11-Annual%20Group%20Financial%20Report.docx)

[Annual Group Property/Inventory Report](http://intranet.uaex.edu/policy/Templates/Project_Guidelines/12-Annual%20Group%20Property%20%20Inventory%20Report.docx)

[Peer Review of Group Financial Records: Cover Sheet](http://intranet.uaex.edu/policy/Templates/Project_Guidelines/13-Peer%20Review%20of%20Group%20Financial%20Records%20Cover.docx)

[Peer Review of Group Financial Records: Report](http://intranet.uaex.edu/policy/Templates/Project_Guidelines/14-Peer%20Review%20of%20Group%20Financial%20Records%20Report.docx)

**Checks & Deposits**

[UACES Check Request Form](http://intranet.uaex.edu/policy/Templates/Project_Guidelines/15-UACES%20Check%20Request%20Form.docx)

[Record of Deposit Form](http://intranet.uaex.edu/policy/Templates/Project_Guidelines/16-Record%20of%20Deposit%20Form.docx)

[Insufficient Check Sample Letter](http://intranet.uaex.edu/policy/Templates/Project_Guidelines/17-Insufficient%20Check%20Sample%20Letter.doc)

**Expenses & Check Writing**

[FINANCE-214 Furnishing Meals & Refreshments](http://intranet.uaex.edu/policy/Templates/Project_Guidelines/18-FINANCE-214.doc)

[TRAV-229 Travel Authorization for Non-Extension Employees and Guests](http://intranet.uaex.edu/policy/Templates/Project_Guidelines/19-TRAV-229.docx)

**Gifts**

Sample Gift Acknowledgement Letters

[For Cash Gifts Received No Goods or Services Provided](http://intranet.uaex.edu/policy/Templates/Project_Guidelines/20-Sample%20Gift%20Acknowledgement%20Letters%20Cash.docx)

[For Cash Gifts Received Goods or Services Provided](http://intranet.uaex.edu/policy/Templates/Project_Guidelines/20-Sample%20Gift%20Acknowledgement%20Letters%20Cash.docx)

Sample Gift Acknowledgement Letters

[For Noncash Gifts Received – No Goods or Services Provided](http://intranet.uaex.edu/policy/Templates/Project_Guidelines/21-Sample%20Gift%20Acknowledgement%20Letters%20Non-Cash.docx)

[For Noncash Gifts Received – Goods or Services Provided](http://intranet.uaex.edu/policy/Templates/Project_Guidelines/21-Sample%20Gift%20Acknowledgement%20Letters%20Non-Cash.docx)

[U of A Division of Agriculture Noncash Gift Notification Form](http://intranet.uaex.edu/policy/Templates/Project_Guidelines/22-UofA%20Div%20of%20Ag%20Non%20Cash%20Gift%20Notification%20Form-PMGS-97-3.pdf)

[W-9 Request for Taxpayer Identification Number and Certification](http://intranet.uaex.edu/policy/Templates/Project_Guidelines/23-W9%20Request%20for%20Tax%20Payer%20ID%20Number%20and%20Certification.pdf)

**Grants**

[Internal Grant Approval Form Template FINANCE-312](http://intranet.uaex.edu/policy/Templates/Project_Guidelines/24-FINANCE-312-Internal%20Grant%20Approval%20Form.docx)

**County Quicken Procedures Manual**

**Sales Tax**

[Certificate for Sales Tax Exemption from State of Arkansas](http://intranet.uaex.edu/policy/Templates/Project_Guidelines/25-Certificate%20for%20Sales%20Tax%20Exemption%20From%20State%20of%20Arkansas.pdf)

[GR-31 Exempting 4-H Clubs from the payment of sales tax](http://intranet.uaex.edu/policy/Templates/Project_Guidelines/26-GR-31-Excempting%204-H%20Clubs%20from%20the%20payment%20of%20Sales%20Tax.docx)

[GR-39 Arkansas Gross Receipts Tax Regulations](http://intranet.uaex.edu/policy/Templates/Project_Guidelines/27-GR-39-Arkansas%20Gross%20Receipt%20Tax%20Regulations.docx)

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