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| **PEER REVIEW OF GROUP FINANCIAL RECORDS: REPORT** |  |
|  |  |
|  Master Gardener [ ]  4-H [ ]  |  |
|  |  |
|  |  | [ ]  | Jan 1 |       | - | Dec 31 |       |  |
|  |  | [ ]  | Jul 1 |       | - | Jun 30 |       |  |
|  |  | [ ]  | Oct 1 |       | - | Sep 30 |       |  |
|  |  |
| [ ]  | Group budget and any addendums | [ ]  | Canceled checks and deposit slips |  |
| [ ]  | Treasurer’s ledger reports | [ ]  | Receipts for all income |  |
| [ ]  | Bank Statements | [ ]  | Bills for all expenses |  |
| [ ]  | Year-end financial report | [ ]  | Inventory Records |  |
| [ ]  | Group Cash Handling Procedures |  |  |  |
|  |  |  |  |  |
| **The Review Committee found the following conditions:** |  |
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| **The Review Committee makes the following recommendations:** |  |
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| This certifies that the Review Committee has reviewed the record keeping 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 |  |  |  |
|  |  |  |  |  |
|  |  |       |  |
| Signatures of Review Committee |  | Printed Name |  |
|  |  |
| Address |  |  |  |
|  |  |  |  |  |
| NOTE: | Attach copy of the year-end bank statement. | Complete within 90 days after financial year end and provide copy to County Extension Office. |
|  |  |  |
|  | Send to:  | Office of CFO |  |
|  |  | UACES |  |
|  |       | 2301 South University Ave |  |
|  |  | Little Rock, AR 72204 |  |