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| **PEER REVIEW OF GROUP FINANCIAL RECORDS: REPORT** | | | | | | | | | | | | | | | | | | | | | |  |
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| Master Gardener  4-H | | | | | | | | | | | | | | | | | | | | | |  |
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|  | | | | |  | | | | |  | | 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 | | | | | | | | |  | | |  | | | | | | | | |  |
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| **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: | | | | | | | | | | | | | | | | | | | | | |  |
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|  | in order; | | | | | | |  | | | | | |  | | | | | | | |  |
|  | in order upon implementation of recommendation; | | | | | | | | | | | | | | | | | | | | |  |
|  | Requiring further review and action. | | | | | | | | | | | | | | | | | | | | |  |
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| Signatures of Review Committee | | | | | | | | | |  | Printed Name | | | | | | | | | | |  |
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| Signatures of Review Committee | | | | | | | | | |  | Printed Name | | | | | | | | | | |  |
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| NOTE: | | | Attach copy of the year-end bank statement. | | | | | | | | | | | | | Complete within 90 days after financial year end and provide copy to County Extension Office. | | | | | | |
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|  | | | Send to: | | | Office of CFO | | | | | | | | | |  | | | | | | |
|  | | |  | | | UACES | | | | | | | | | |  | | | | | | |
|  | | |  | | | 2301 South University Ave | | | | | | | | | |  | | | | | | |
|  | | |  | | | Little Rock, AR 72204 | | | | | | | | | |  | | | | | | |