

DOUGLAS COUNTY EXTENSION
ANNUAL FINANCIAL REPORT

Name of club or county group _____

Every checking and savings account with the 4-H or Extension name must require two (2) signatures to transact finances. It is suggested to have at least one (1) adult with three (3) or four (4) people on the signature card and the signatures must not be members of the same family.

Each committee of three (3) to five (5) adults will need to examine and approve the treasury books. Family members of individuals on the signature card may not serve as an examiner.

Checking or Savings Account Number	Bank Name	Beginning Balance October 1	Ending Balance September 1
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list your organization's employer identification number _____

The names on the signature cards are:

_____	_____
_____	_____
_____	_____

List at least five major expenses of your club or group:

_____	_____
_____	_____
_____	_____

List all major incomes of your club or group:

_____	_____
_____	_____
_____	_____

List any expenses or income that looks unusual:

I have examined the treasury records of the club and believe all expenses and incomes to be accurate.

Examiners signature:

Name (Please Print)	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Agents Signature _____ Date _____

Approved by the Douglas County Extension Board

Board Chair's Signature _____