



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

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EHC001.2

County _____ July 1 through June 30 _____

Council/Club Name _____

- | | |
|---|--|
| ☐ 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:

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; | ☐ Verifies there is no club checking |
| ☐ In order upon implementation of recommendation; | account |
| ☐ Requiring further review and action. | |

Signatures of Review Committee

Printed Name

Address

City

Signatures of Review Committee

Printed Name

Address

City



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County _____ July 1 through June 30 _____

Council/Club Name _____

Checking Account Number _____

Bank Name _____

Bank Address _____

IRS EIN # _____ Audit Date _____



Check here if club does NOT have a bank account

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:

Step 1. All club and county council forms are turned into your County Extension Office by July 1st.

Step 2. County Extension Office compiles and sends ALL forms plus membership dues to LRSO:
AEHC Admin
2301 S. University Ave.
Little Rock, AR 72204
ehc@uada.edu 501-671-2000