

## Georgia Association of Extension 4-H Agents Annual Statement of Review Form

Adopted by GAE4-HA Board of Directors – March 2017

COMMITTEE MEMBER INFORMATION	
This is to certify that the GAE4-HA and found to be in order.	account has been reviewed for the time period (insert dates)
Committee Members:	
Date of Audit:	
Date of Addit.	
AUDIT PROCEDURES	
<ul> <li>committee has completed the foll</li> <li>Secure all financial records (univeceipts, etc.) for the review period</li> <li>Review checks written for approximissing checks, and list any out</li> <li>Randomly select at least 5 check reconciliation report is correct.</li> <li>Determine if all expenditures we</li> <li>Check to see if records have been lifted in the complete on deposit, trace process.</li> </ul>	used checks, cancelled checks, bank statements, records, eriod. Topriate signatures, review numerical sequence and note estanding checks and date of issue the ck requests to ensure documentation in bank statements and
Signatures of Committee Members:	

AUDIT DOCUMENTATION & NOTES