



**Panola County AgriLife Extension**

\_\_\_\_\_ **4-H Club**

\_\_\_\_\_ **Monthly Financial Account Action Report**

Was there action on this account for the month of \_\_\_\_\_, 2020

Yes: \_\_\_\_\_

No: \_\_\_\_\_

If you checked yes, please attach any and all Transmittal forms as well as Check Request processed during the Month. Additionally please provide a copy of club minutes where all action was approved, along with a copy of the corresponding bank statement.

If you check No, please sign and return with copy of the corresponding bank statement.

**Monthly Ending Financial Balance**

\$ \_\_\_\_\_

Club Manager Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Adult Treasurer Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Office Use only:**

Received: Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Upon completion of this form and after all signatures, the AgriLife extension office will make 2 copies with original going into club's annual file, one back to the club treasurer and one held for retention in offices master files. All financial records are required by IRS to be retained for three years. A clubs failure to complete three months of action reports will result in a call for an audit of the account in question.