**Annual Review of Club or Group Funds**

**Club or Group Name:**    
A. Club or Group name of account:   
Is this the proper account name? Yes No   
 If no, how should the account name be changed?   
  
B. Employer ID Number **(EIN)**   
 Is this a verified EIN? Yes No   
 If no, what should be done to acquire an Employer ID Number (EIN)?  
   
   
  
C. Whose signatures are on the account?

Are these acceptable signatures? Yes No

If no, what should be changed?  
   
   
  
D. Is there an annual budget for this account number? Yes No  
  
 If no, what should be done to prepare a budget?  
   
  
E. Is there a current financial statement for this account? Yes No  
 (for year ending June 30)  
  
F. Is there a list of tangible property owned by this club/group? Yes No  
  
G. Are there standing financial rules and policies for this club/group? Yes No  
  
 If no, what should be done to prepare financial rules and policies?

**Date:**  **Signature:**