

Annual Review of TEEA Club Funds

The questions below may be used by the Club Treasurer to help assure that financial assets at the local TEEA club level are appropriately documented.

1. List all Checking, Saving, and CD account names (numbers) and locations:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Are the account names proper? (It cannot say: "_____ County" in beginning of title.) ___Yes ___No

If no, how should the account name be changed? _____

2. List Employer Identification Number (EIN): _____

Is this a legitimate EIN? ___Yes ___No

If no, what should be done to acquire an EIN? _____

3. Whose signatures are on each account above?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Are these current and acceptable signatures? ___Yes ___No

If no, what should be changed? _____

4. Is there an annual budget for the checking account? ___Yes ___No

If no, what should be done to prepare a budget? _____

5. Is there a current bank statement for each account? ___Yes ___No

6. Is there a list of tangible property owned by TEEA? ___Yes ___No

7. Are there Bylaws or standing rules and investment policies for TEEA? ___Yes ___No

If no, what should be done to prepare these? _____

8. In case of dissolution, has the club distributed its assets to a 501(c)(3) organization? ___Yes

___Yes (This is a requirement of the State TEEA Bylaws) _____Not applicable at this time

Financial Review Committee Chair Signature

Club Treasurer Signature

Date of Review