

Annual Review of TEEA District Funds

The questions below may be used by the Financial Review Committee appointed by the District Director and District Treasurer to help assure that financial assets of the TEEA District are appropriately documented.

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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Are the account names proper? (It cannot say: " _____ District or 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 district distributed its assets to a 501(c)(3) organization?

___ Yes (This is a requirement of the State TEEA Bylaws) _____ Not applicable at this time

Financial Review Committee Chair Signature

TEEA District Treasurer Signature

TEEA District Director Signature

Date of Review