

# Annual Review of TEEA County Funds

The questions below may be used by the County Financial Review Committee, appointed by the County Association Treasurer, to help assure that financial assets of the TEEA County Association 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 county 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

\_\_\_\_\_  
TEEA County Association Treasurer Signature

\_\_\_\_\_  
TEEA County Association Chair Signature

\_\_\_\_\_  
Date of Review