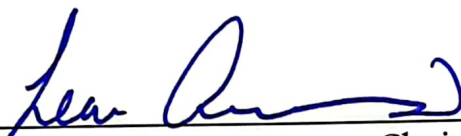




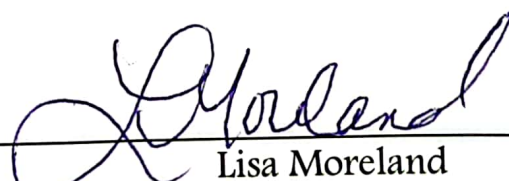
We the Financial Review Committee have reviewed the financial records of the West Virginia FFA Association for the year 2022-2023 and have found them to be accurate, complete and up to date.



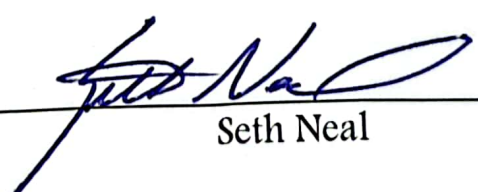
Leon Ammons, Chair



Jessica Blythe



Lisa Moreland



Seth Neal

**Review and Audit of West Virginia FFA Financial Accounts
by the State FFA Advisory Committee**

1. YES NO - Are records maintained that indicate that the West Virginia FFA has approved expenditures either in a form of an approved budget or minutes of the State FFA Advisory Committee meetings indicating spending authority for revenue and expenditure activities? **Minutes and approved budget**
2. YES NO - Are monthly and/or quarterly financial statements/reports provided to the State FFA Advisory Committee? **Copies of statements/reports.**
3. YES NO - Is an annual financial statement/report provided to the State FFA Delegates at the Annual State FFA Convention? **Copies of statement/report.**
4. YES NO - Do ALL checks have the signatures of the Treasurer and/or the State Advisor or State Executive Secretary? **Copies of checks**
5. YES NO - Are checks from the account neither written to individuals that have authority to sign the checks nor written to cash? **Copies of checks**
6. YES NO - Are invoices on file to document expenditures? **Invoice and method of payment (check number or date of credit card usage)**
7. YES NO - Are funds received by checks and cash payments discouraged? **Deposit slips showing checks and cash received**
8. YES NO - Are copies of checks received on file? **Copies of checks**
9. YES NO - Are all funds received documented by ^{(electronic) in check books} written receipts? **Copies of receipts (Receipts must be kept and on file for all revenue received. Receipts should be numbered and written in a consecutive order.)**
10. YES NO - Are all funds received deposited in a timely manner (within 48 hours)? **Comparison of the copies of receipts and deposit slips.**
11. YES NO - Are receipt and check books reconciled at least monthly with bank statements? **Copy of written statements indicating completion of task**
12. YES NO - Are credits cards in the state association's name? **Copies of credit card statement**
13. YES NO - Do all credits card charged items have corresponding receipts? **Copy of receipts and credit card statements**
14. YES NO - Are credit card statements reconciled at least monthly and prior to payment? **Copy of initialed & dated statements**

15. YES NO - Are records in place to indicate that all tax and IRS financial reports are filed on time? **Income tax forms**
16. YES NO - Is there evidence that books are audited by an independent public accountant or by method approved by the State FFA Advisory Committee? **Latest financial reports/letter from auditors**
17. YES NO - No ATM (Debit) cards are being used? **Review bank statement**
18. YES NO - Have any FFA funds been received or expended for anything other than direct FFA activities? **Review of invoices for checks written and credit card usage**
19. YES NO - Have all donors been sent prompt thank you letters that included what donors need for tax purpose? **Copies of letters**

DRAFT