

## External Support Group Fund Review

**Note:** Appropriate explanation and complete documentation should be provided for all exceptions to Texas AgriLife Extension Service Rules and TAMUS Policy.

(This form should be completed in preparation for program and compliance reviews.)

County: \_\_\_\_\_

I. Titles of External Support Group Bank/Savings Accounts.

II. Do all accounts have a Tax Identification Number applied for by the External Group leadership?  
**Exceptions:**

III. Does any Texas AgriLife Extension Service employee have any signature authority or any other administrative control (formal or informal) over any of the accounts listed above?

IV. Does any county employee under the supervision of any Texas AgriLife Extension Service employee have signature authority over any of the accounts listed above?

Exceptions:

<u>Employee Name</u>	<u>Title</u>	<u>Account Title</u>

V. Are any signed checks with blank payee ever provided to support programs conducted by Texas AgriLife Extension Service employees?

VI. Does the External Support Group have a financial review of activities at least annually that is shared with and approved by the group's leadership team?

VII. Does the External Support Group have an inventory of tangible property?

VIII. List External Support Groups which have received Texas AgriLife Extension Service training and materials related to Best Practices in Financial Resource Management.

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Recommendations:

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