

## 4-H Club Checklist for Accountability

### 4-H Club Year September 20\_\_\_\_ - August 20\_\_\_\_

This checklist is a tool for 4-H clubs to keep track of records submitted to the County Extension office. Each time you submit a report to the County Extension office record the date submitted on this record. All 4-H clubs and entities are responsible for reporting their financial records to the County Extension office. 4-H clubs with multiple bank accounts should submit reports that include bank statements from each account (savings, checking, etc.). Circle the type(s) of bank statements submitted each month. If your club does not hold meetings during the month indicate on the form "no meeting". Failure to submit required documentation may lead to suspension of club privileges including use of the 4-H name and emblem.

Club Inventory Record \_\_\_\_\_  
 Annual Financial Summary Report \_\_\_\_\_  
 Club Budget \_\_\_\_\_  
 Civil Rights Compliance Form \_\_\_\_\_

#### September

Bank Statement Savings Checking \_\_\_\_\_  
 Treasurer's Report \_\_\_\_\_  
 Meeting Minutes \_\_\_\_\_

#### October

Bank Statement Savings Checking \_\_\_\_\_  
 Treasurer's Report \_\_\_\_\_  
 Meeting Minutes \_\_\_\_\_

#### November

Bank Statement Savings Checking \_\_\_\_\_  
 Treasurer's Report \_\_\_\_\_  
 Meeting Minutes \_\_\_\_\_

#### December

Bank Statement Savings Checking \_\_\_\_\_  
 Treasurer's Report \_\_\_\_\_  
 Meeting Minutes \_\_\_\_\_

#### January

Bank Statement Savings Checking \_\_\_\_\_  
 Treasurer's Report \_\_\_\_\_  
 Meeting Minutes \_\_\_\_\_

#### February

Bank Statement Savings Checking \_\_\_\_\_  
 Treasurer's Report \_\_\_\_\_  
 Meeting Minutes \_\_\_\_\_

#### March

Bank Statement Savings Checking \_\_\_\_\_  
 Treasurer's Report \_\_\_\_\_  
 Meeting Minutes \_\_\_\_\_

#### April

Bank Statement Savings Checking \_\_\_\_\_  
 Treasurer's Report \_\_\_\_\_  
 Meeting Minutes \_\_\_\_\_

#### May

Bank Statement Savings Checking \_\_\_\_\_  
 Treasurer's Report \_\_\_\_\_  
 Meeting Minutes \_\_\_\_\_

#### June

Bank Statement Savings Checking \_\_\_\_\_  
 Treasurer's Report \_\_\_\_\_  
 Meeting Minutes \_\_\_\_\_

#### July

Bank Statement Savings Checking \_\_\_\_\_  
 Treasurer's Report \_\_\_\_\_  
 Meeting Minutes \_\_\_\_\_

#### August

Bank Statement Savings Checking \_\_\_\_\_  
 Treasurer's Report \_\_\_\_\_  
 Meeting Minutes \_\_\_\_\_

	Application	Report
Fundraiser 1	_____	_____
Fundraiser 2	_____	_____
Fundraiser 3	_____	_____

Updated September 2019

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