

San Benito County 4-H

TREASURER BOOK ELEMENTS

Items Required	Beginning of the Year Submission	End of the Year Submission (Club Book)
Budget (http://4h.ucanr.edu/files/14647.pdf Form 8.3, Page 28)	X	X
Monthly Club Ledgers, including receipts for expenses/income and Bank Statements/cancelled checks (http://4h.ucanr.edu/files/14647.pdf Form 8.1, Page 26)		X
Monthly Treasurer Report Completed (http://4h.ucanr.edu/files/14647.pdf Form 6.1, Page 19)		X
Fundraising Approval Forms, now required for all fundraising (http://4h.ucanr.edu/files/14647.pdf Form 8.5, Page 30)	X	X
Annual 4-H Financial Report Balanced (http://4h.ucanr.edu/files/14647.pdf Form 6.3, Page 23)		X
Copy of bank signature card	X	X
Annual 4-H Inventory Report with photos (http://4h.ucanr.edu/files/14647.pdf Form 6.2, Page 22)		X
Peer Review Audit (http://4h.ucanr.edu/files/14647.pdf Form 8.6, Page 31)		X