

Club Budget – Approved
With Club President and County
Director signature

Sub Accounts/Projects
reports

Receipts

Club Ledger w/receipts
Form 8.1

Fundraising 8.7 forms
Includes flyers & tickets

4-H Treasure’s Manual

Annual Financial Report
Form 6.3 completed

Reimbursement forms
Filled out form 8.9

Bank Information Form

Monthly reports
Form 6.1 completed

Cash receipt forms
Filled out

Treasurer’s Checklist

Bank checking Statements
July - June

Club Scholarship forms
completed forms with signatures

Bank Signature card
Or bank letter

Savings Account reports

Mid year Peer Review
Form 5.2

**Savings Account Annual
Financial reports** form 6.3

Year end Peer Review
Form 8.5
Completed and signed

**Savings Account
statements** July – June

Inventory for Club
Club owned items with photos, value
and item written in. Form 6.2
completed

Inventory for Projects
Club owned items with photos, value
and item written in. Form 6.2
completed