

This checklist provides all the financial and additional program related documents that are required to be submitted at the end of the year to the County 4-H Office by Sept. 1.

The Treasurer's Manual and all forms on the checklist can be found on the California 4-H website, <http://4h.ucanr.edu/Resources/Policies/Chapter9/>. If you have any questions about this list, please contact Kayla Tofte at ktofte@ucanr.edu

State Required Forms			
<i>**Peer Review forms must be uploaded to Documents section of 4-H Annual Financial Reporting System by UCCE 4-H staff only</i>			
Financial Reporting Forms	Done	Need to Complete	Notes
Annual Inventory Report Form 6.2			
Annual Financial Report Form 6.3			
<i>**</i> Year End Peer Review Form 8.5			
<i>**</i> Year End Club Peer Review Checklist Form 8.6			
Other 4-H Program Forms			
Outreach Methods Documentation			
County Required Forms			
Proposed Budget Form 8.4			