



### UCCE Kings County

May 6, 2024

**This checklist provides all the financial and additional program related documents that are required to be submitted at the end of the 4-H enrollment year and to the County 4-H Office by August 9<sup>th</sup> annually.**

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 or need assistance, please contact Rochelle Mederos [mederos@ucanr.edu](mailto:mederos@ucanr.edu) or Cayci Hill [cdahill@ucanr.edu](mailto:cdahill@ucanr.edu).

<b>State Required Forms</b>			
<i>**Peer Review forms must be uploaded to Documents section of 4-H Annual Financial Reporting System by UCCE 4-H staff only</i>			
<b>Financial Reporting Forms</b>	<b>Done</b>	<b>Need to Complete</b>	<b>Notes</b>
<a href="#">Annual Inventory Report Form 6.2</a>			
<a href="#">Annual Financial Report Form 6.3</a>			
<i>**</i> <a href="#">Year-End Club Peer Review Report Form 8.5</a>			
<i>**</i> <a href="#">Year-End Club Peer Review Checklist Form 8.6</a>			
<b>Other 4-H Program Forms</b>			
<a href="#">Program Planning Guide</a>			
<a href="#">Outreach Methods Documentation Form</a>			
<a href="#">4-H Annual Unit Budget</a> – Completed with Estimated and Actual Totals.			
<b>County Required Forms</b>			
Completed Club Treasurer Book			
Completed Club Secretary Book			
Project Record Book Judging Club Checklist			
<a href="#">Club Award Order Form</a> – Allow 2 weeks processing time.			