



UCCE Tulare County

**Year-End Club Reporting Checklist (Revised 6/2024)**

**June 20, 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 21, 2024.**

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).

<b>State Required Forms</b>			
<i>**Peer Review forms must be uploaded (by 4-H Staff) to Documents section of 4-H Annual Financial Reporting System. UCCE 4-H staff must review and verify accuracy of all Peer Review forms.</i>			
<b>Club Name:</b> _____	<b>Done</b>	<b>Need to Complete</b>	<b>Notes</b>
<b>Financial Reporting Forms</b> – Included in the Club Treasurer Book.			
<a href="#">Annual Inventory Report Form 6.2</a>			
<a href="#">Annual Financial Report Form 6.3</a>			
** <a href="#">Year-End Club Peer Review Report Form 8.5</a>			
** <a href="#">Year-End Club Peer Review Checklist Form 8.6</a>			
<a href="#">4-H Annual Unit Budget</a> – Completed with Estimated and Actual Totals.			
Completed Club Treasurer Book			
<b>Other 4-H Program Forms</b> – Included in the Club Secretary Book.			
<a href="#">Program Planning Guide</a>			
<a href="#">Outreach Methods Documentation Form</a> and example(s) of documents			
Completed Club Secretary Book			
<b>Other Responsibilities</b>			
<a href="#">Adult Recognition County Award Nominations</a> ; See <a href="#">Past Winner List</a> for previous recipients			
<a href="#">Scholarship Applications</a>			
Online Financial Reporting			
2023-2024 Enrollment Payment (Invoice will be sent in July)			
Record Books for County Evaluation – Due by October 15, 2024 (to follow APR format July 1, 2023-September 30, 2024)			