

4-H Club Checklist for Accountability

4-H Club Year September 20____ - August 20____

This checklist is a tool for 4-H clubs to keep track of records submitted to the County Extension office. Each time you submit a report to the County Extension office record the date submitted on this record. All 4-H clubs and entities are responsible for reporting their financial records to the County Extension office. 4-H clubs with multiple bank accounts should submit reports that include bank statements from each account (savings, checking, etc.). Circle the type(s) of bank statements submitted each month. If your club does not hold meetings during the month indicate on the form "no meeting". Failure to submit required documentation may lead to suspension of club privileges including use of the 4-H name and emblem.

Club Inventory Record _____
 Annual Financial Summary Report _____
 Club Budget _____
 Civil Rights Compliance Form _____

September

Bank Statement Savings Checking _____
 Treasurer's Report _____
 Meeting Minutes _____

October

Bank Statement Savings Checking _____
 Treasurer's Report _____
 Meeting Minutes _____

November

Bank Statement Savings Checking _____
 Treasurer's Report _____
 Meeting Minutes _____

December

Bank Statement Savings Checking _____
 Treasurer's Report _____
 Meeting Minutes _____

January

Bank Statement Savings Checking _____
 Treasurer's Report _____
 Meeting Minutes _____

February

Bank Statement Savings Checking _____
 Treasurer's Report _____
 Meeting Minutes _____

March

Bank Statement Savings Checking _____
 Treasurer's Report _____
 Meeting Minutes _____

April

Bank Statement Savings Checking _____
 Treasurer's Report _____
 Meeting Minutes _____

May

Bank Statement Savings Checking _____
 Treasurer's Report _____
 Meeting Minutes _____

June

Bank Statement Savings Checking _____
 Treasurer's Report _____
 Meeting Minutes _____

July

Bank Statement Savings Checking _____
 Treasurer's Report _____
 Meeting Minutes _____

August

Bank Statement Savings Checking _____
 Treasurer's Report _____
 Meeting Minutes _____

	Application	Report
Fundraiser 1	_____	_____
Fundraiser 2	_____	_____
Fundraiser 3	_____	_____

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