

4-H Club End of Year Reporting Checklist



Please use the following checklist to ensure that your club is submitting all end of year reporting requirements. Incomplete or missing documents will result in clubs not being active in ZSuite when registration opens. **Submit everything listed below to your local Illinois Extension office by their given deadline.**

Club Name: _____

Submitted by: _____

All 4-H clubs **WITH** an EIN (Clubs with Treasury or Bank Account)

- ☐ 4-H Club Directory Update
- ☐ IL 4-H Club Secretary Record Book

The Illinois 4-H Club Secretary Record Book must include detailed documentation of club income and approved expenses within the club minutes, in addition to other club and attendance records. The included information should align with the Annual Financial Verification Report to ensure accurate financial accountability.

- ☐ IL 4-H Club Treasurer Record Book
 - Record of Club Finances pages 10-21
 - Inventory page 22
 - Club Register pages 24-25
 - Budget Worksheet page 26
 - Annual Financial Verification Report pages 27-28, parts 1 and 3-6

Refer to the Annual Financial Verification Report Guide for additional assistance

All 4-H clubs **WITHOUT** an EIN (Clubs without Treasury or Bank Account)

- ☐ 4-H Club Directory Update
- ☐ IL 4-H Club Secretary Record Book
- ☐ Annual Financial Verification Report
 - Part 1: Club Information
 - Part 2: Cash on hand and fundraising intentions with leader signature
 - Part 5: Inventory

Extension Staff Review

Date Received: _____ Electronic or Paper Submission: _____

Staff Notes:

