

End of Year Wrap Up Check List 2022-2023

Club Name: _____

To be completed by 4-H Staff

All 4-H clubs WITH an EIN (Bank Account) – MOST CLUBS WILL FALL IN THIS CATEGORY

- 4-H Club Annual Financial Statement
 - Club EIN Number & Bank Information
 - Income and Expenses have been entered and totaled (checking &/or savings)
 - 4-H Club Treasurer's Signature
 - 4-H Club Leader's Signature
 - 3 Fiscal Review Committee Signature
- 4-H Club Treasurer Book
- Indication of Financial Activity Statement
 - Club Name
 - EIN Number
 - Checked Boxes
 - 2 Club Representatives Signatures
- 4-H Club Secretary Book
- 2022-2023 McLean County 4-H Club Directory Update Form

All 4-H clubs WITHOUT an EIN (No Treasury/Bank Account)

- Indication of Financial Activity Statement
 - Club Name
 - Checked Box for No Bank Account
 - 2 Club Representatives Signatures
- 4-H Club Secretary Book
- 2022-2023 McLean County 4-H Club Directory Update Form

Date Received: _____

Method Received: _____ Email _____ Physical Copy

Staff Signature: _____