

# End of Year Wrap Up Check List

## 2019-2020

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
- 4-H Club Meeting Safety Management Plan
- 2020-2021 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
- 4-H Club Meeting Safety Management Plan
- 2020-2021 McLean County 4-H Club Directory Update Form

Date Received: \_\_\_\_\_

Method Received: \_\_\_\_\_ Box Folder Online \_\_\_\_\_ Physical Copy

Staff Signature: \_\_\_\_\_