End of Year Wrap Up Check
List 2020-2021

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
   o Club EIN Number & Bank Information
   o Income and Expenses have been entered and totaled (checking &/or savings)
   o 4-H Club Treasurer’s Signature
   o 4-H Club Leader’s Signature
   o 3 Fiscal Review Committee Signature

☐ 4-H Club Treasurer Book

☐ Indication of Financial Activity Statement
   o Club Name
   o EIN Number
   o Checked Boxes
   o 2 Club Representatives Signatures

☐ 4-H Club Secretary Book
☐ Updated 4-H Club Meeting Safety Management Plan - if needed
☐ 2021-2022 McLean County 4-H Club Directory Update Form

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

☐ Indication of Financial Activity Statement
   o Club Name
   o Checked Box for No Bank Account
   o 2 Club Representatives Signatures

☐ 4-H Club Secretary Book
   Updated 4-H Club Meeting Safety Management Plan - if needed
   2021-2022 McLean County 4-H Club Directory Update Form

Date Received: ________________________________
Method Received: _____ Email ________ Physical Copy
Staff Signature: ____________________________