



# Eaton County 4-H

## End of the Year Check List for \_\_\_\_\_

(program year)

**Club name:** \_\_\_\_\_

**Administrative Leader(s):** \_\_\_\_\_

**All 4-H club end of the year paperwork are due to the Eaton County MSU Extension Office on or prior to **October 15<sup>th</sup>**.**

Please (√) the following to be sure they are included when you turn them in:

- Club Quality Check List
- Annual Summary Financial Report (signed, second signature must be signed by someone not related to account signors & not on account)
  - If you do not have a bank account, must sign in part 4
  - If you do not have inventory, must sign in part 5
  - Include any additional attachments (separate income/expense report and/or inventory) as needed.
- 1 club secretary report from any meeting held during the program year
- 1 club treasury report from any meeting held during the program year
- Bank Statement Ending August 31 of the program year
- Ensure all fundraising forms have been turned in for the program year

I certify that all of the following items are turned in for the \_\_\_\_\_ 4-H Club:

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Office Use Only

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Date Received \_\_\_\_\_ Received By \_\_\_\_\_