

# Year End Report Checklist

## Reports due October 1<sup>st</sup>

**Club/Committee Name:** \_\_\_\_\_

### Year End Reports

- ☐ Club/Committee Registration Form
- ☐ Annual Financial Summary Report
- ☐ Civil Rights
- ☐ Meeting Minutes
- ☐ Bank Statements

[ OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP ]

- ☐ Audit Checklist

### Members

- ☐ Review previous year's club roster

### Volunteers

- ☐ Are your project/resource leaders gold-level volunteers?
- ☐ Do you have a primary & alternate admin leader?
- ☐ Are the volunteers listed on the bank account gold-level?
- ☐ Are your club volunteers listed in 4-H Online?

### Club/Committee

- ☐ By-Laws: if your group has by-laws, please submit a copy to the Extension Office
- ☐ Planning Calendar (can be but does not have to be submitted)
- ☐ Activity and Fundraiser requests