



UCCE Shasta, Tehama, Trinity

Year-End Club Reporting Checklist (Revised 6/2024)

This checklist provides all the financial and additional program related documents that are required to be submitted at the end of the 4-H enrollment year and to the County 4-H Office by Sept. 15th annually.

The Treasurer’s Manual and all forms on the checklist can be found on the California 4-H website, <http://4h.ucanr.edu/Resources/Policies/Chapter9/>. If you have any questions or need assistance, please contact Erin Paradis, 530-224-4900 | ecparadis@ucanr.edu

State Required Forms			
<i>**Peer Review forms must be uploaded to Documents section of 4-H Annual Financial Reporting System. UCCE 4-H staff must review and verify accuracy of all Peer Review forms.</i>			
Financial Reporting Forms	Done	Need to Complete	Notes
<u>Annual Inventory Report Form 6.2</u>			
<u>Annual Financial Report Form 6.3</u>			
<i>**Year-End Club Peer Review Report Form 8.5</i>			
<i>**Year-End Club Peer Review Checklist Form 8.6</i>			
Other 4-H Program Forms			
<u>Program Planning Guide</u>			
<u>Outreach Methods Documentation Form</u>			
<u>4-H Annual Unit Budget – Completed with Estimated and Actual Totals.</u>			
County Required			
Treasurer Book			
Secretary Book			