



May 11, 2021

This checklist provides all the financial and additional program related documents that are **REQUIRED** to be submitted at the end of the year to the County 4-H Office by **July 29, 2021**.

The [Treasurer's Manual](#) and all forms on the checklist can be found on the [California 4-H website](#). If you have any questions about this list, please contact the Kings County 4-H Office at (559) 852-2743 or email [twbeck@ucanr.edu](mailto:twbeck@ucanr.edu).

<b>State Required Forms</b>			
<b>Club Name:</b>	<b>Done</b>	<b>Need to Complete</b>	<b>Notes</b>
<b>Financial Reporting Forms – Included in Club Treasurer Book</b>			
(2020-2021) <a href="#">Annual Inventory Report Form 6.2</a>			
(2020-2021) <a href="#">Annual Financial Report Form 6.3</a>			
(2020-2021) <a href="#">Year-End Club Peer Review Report Form 8.5</a> ; Form will be uploaded by UCCE 4-H Staff in the 4-H Annual Financial Reporting System.			
(2020-2021) <a href="#">Year-End Club Peer Review Checklist Form 8.6</a> ; Form will be uploaded by UCCE 4-H Staff in the 4-H Annual Financial Reporting System.			
(2020-2021) Completed <a href="#">Club Treasurer Book</a>			
<b>Other 4-H Program Forms – Included in Club Secretary Book</b>			
(2020-2021) <a href="#">4-H Club Program Planning Guide</a>			
(2020-2021) <a href="#">Outreach Methods Documentation Form</a> - OR- Complete online <a href="#">survey</a> . Include copy of ALL supporting documents.			
(2020-2021) Completed <a href="#">Club Secretary Book</a>			
<b>Other Responsibilities</b>			
Enrollment Form <b>pages 7,8, 11 &amp; 12 for youth</b> and <b>pages 6, 9 &amp; 10 for adult</b> enrollments completed using <b>paper forms</b> (not online by the family).			
(2020-2021) <a href="#">Online Financial Reporting</a> (System opens July 1 <sup>st</sup> )			
(2020-2021) Final Enrollment Payment (Invoice will be sent in July)			
(2020-2021) Record Book Judging Club Checklist			
(2020-2021) <a href="#">Club Award Order Form</a>			