



UCCE Santa Clara

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Hello Council Treasurer,

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, postmarked by August 10, 2021 or as noted below

Please include this page with your document packet

Santa Clara County Council Contact: __Louise Jacoby_____

Table with 4 columns: Financial Reporting Forms, Done, Need to Complete, Notes. Rows include Annual Inventory Report, Annual Financial Report, Year-End Club Peer Review Report, Year-End Club Peer Review Checklist, County Required Forms (Club Secretary's Book, 8.3 Checkbook Balancing Form, 8.4 Annual Budget, Outreach Methods).

The Treasurer's Manual and all forms on the checklist can be found on the California 4-H website, http://4h.ucanr.edu/. If you have any questions about this list, please contact Susan Weaver at sjweaver@ucanr.edu