

4-H Club/Unit Financial Checklist

_____ Checking/savings accounts do not have personal Social Security numbers on them.

_____ Checking account is a duplicate check system.

_____ Checking account has two signatures (not related persons).

_____ We maintain a list of receipts and expenses.

_____ We keep original receipts for purchases.

_____ We present a treasurer's report at club meetings.

_____ We provide official receipts for donations.

_____ Complete and submit Annual 4-H Club/Unit Financial Report to the Extension Office.

4-H Club/Unit Name _____

4-H Club/Unit Leader _____