

## 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 \_\_\_\_\_