4-H Club/Unit Financial Checklist

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

_____ A unique Employer Identification Number (EIN) has been obtained for the group.

_____ Checking account is a duplicate check system.

_____ Checking account has two signatures (of unrelated persons).

_____ A list of receipts and expenses is maintained.

_____ Original receipts for purchases are kept.

_____ A treasurer's report is given at all club meetings.

_____ Official receipts are provided for all donations.

_____ The Annual 4-H Club/Unit Financial Report is completed and submitted to the Extension Office.

_____ The appropriate Form 990 Series return is filed with the IRS annually.

4-H Club/Unit Name __________________________________________________

4-H Club/Unit Leader ________________________________________________