



END-OF-YEAR FINANCIAL REPORTING CHECKLIST



Want to be sure you're not forgetting anything?
We've got you covered!

Each year, clubs and programs are required to submit end-of-year financial reports. We have created this checklist to help streamline the process.

As always, these reports are due December 1, though we recommend completing the financial audit as soon after October 1 as possible.

If you have questions about completing the process, we are happy to help!

For your convenience, each step includes a link to a fillable document that can be saved and emailed. You may also choose to print and mail all documents.

- *TIP: Before adding information to a fillable pdf, be sure to "save as" on your computer with your club or program name in the title. For example: "Best 4-H Club Financial Summary". Then be sure to save entered information before closing the document.*
- *NOTE: If you would these documents mailed to you to complete, just let us know!*

1 FINANCIAL SUMMARY

Link to fillable form to print or email: [Financial Summary.pdf](#)



2 PEER AUDIT OF FINANCIAL RECORDS

Link to instructions and fillable form to print or email: [Auditing the Books.pdf](#)

3 PROPERTY INVENTORY FORM

Link to fillable form to print or email: [Property Inventory.pdf](#)



4 ANNUAL FINANCIAL TRAINING

Club|Program Leaders and their elected Treasurer are required to complete an annual financial training. The certificate issued upon completion should be saved and emailed along with the above documents.

Link to the online course: [WA State 4-H Financial Management](#)
The "self-enrollment" code is case sensitive: SNOHOMISH



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