



WASHINGTON STATE UNIVERSITY
EXTENSION

Established Club/Group/Council/ Other Authorized Unit* Financial Identity Checklist and End of Year Tasks

- Club Leader completes “4–H Financial Management” and prints completion certificate.
- Club Treasurer completes “4–H Financial Management” and prints completion certificate.
- Club determines which process to use for auditing their financial accounts.
- Audit is implemented and an audit report is submitted to the club treasurer.
- Club Treasurer completes the Annual Financial Summary.
- Club Leader submits the Annual Financial Summary, Audit Report, and Property Inventory Form to the County Extension Office by December 1 of each 4–H year.

The following tasks are completed each year following the end of the 4–H Year (September 30):
