

Form 8.6 – Year-End Club Peer Review Checklist

**4-H CLUB PEER REVIEW COMMITTEE CHECKLIST**

- 4-H Club budget (proposed, approved, actual and addendums)
- Receipts for all income
- Monthly 4-H club ledger reports
- Fundraising proposals
- Reconciled bank statements
- Check request forms with attached receipts or bills
- Canceled and voided checks & deposit slips
- Inventory report
- Copy of Checkbook register

Attach additional pages as needed.

| The Peer Review Committee found the following: | Recommendations: |
|--|------------------|
|  |                  |

This certifies that the peer review committee has reviewed the financial records and finds them:

- In order
- In order upon implementation of the recommendations
- Requiring further review and action

Name and Signatures of peer review committee:

|                     |           |      |
|---------------------|-----------|------|
| Name (Please Print) | Signature | Date |
| Name (Please Print) | Signature | Date |
| Name (Please Print) | Signature | Date |
| Name (Please Print) | Signature | Date |

