

To: Scotts Bluff County 4-H Leaders  
From: Nathan Rice – 4-H Extension Educator  
Title: Club Year in End Reports

We are once again approaching the deadline for 4-H Clubs to submit year-end reports. These reports are due to the Extension Office by January 31.

The reports include the 4-H Club Treasurer's Report and the 4-H Club General Report (Includes Club Inventory and Approved Volunteers List). The forms have been enclosed, but if you need additional copies can be found at <https://go.unl.edu/synb>:

- 4-H Club Treasurer's Report - If you have an EIN number and receive donations or conduct fundraisers in the name of 4-H, the money you have in your account belongs to Nebraska 4-H. It is very important that you are diligent in keeping your financial statements up to date and then deliver an end-of-year statement to your local Extension Office. When you turn in your yearly report, if you show a profit, you will need to have a plan for that money that is approved by the club, not just the leader. Please specify your plan on the back of your report.
- 4-H General Report - It is also important to keep a current inventory of items that you have purchased with 4-H Funds. This serves as a record that the items were purchased with 4-H Funds and are used solely at 4-H Activities and events.

Remember, we need to have the completed reports by January 31. The State 4-H Office requires these to keep your club in good standing with 4-H. These completed forms may be dropped off, mailed, or emailed to the Extension Office. If you have any questions, please don't hesitate to call 308-632-1480 or email us at [nrice3@unl.edu](mailto:nrice3@unl.edu), [sbrown7@unl.edu](mailto:sbrown7@unl.edu), or [clarson36@unl.edu](mailto:clarson36@unl.edu).

Thank you for all you do for the 4-H Program!!