4-H CLUB/GROUP INVENTORY REPORT

Submit with Financial Report

4-H Club/Organization Name

Date Last Updated

Use this form to document all tangible assets owned by your 4-H club/group. List anything that is purchased with club funds or received in the "Name of 4-H" or the "4-H club". This includes **club meeting objects** (flags, gavels, etc.), **project support equipment** (shooting sports gear, animal equipment, cake decorating supplies, sewing machines, etc.), **fundraising supplies** (horse/dog show items, carnival booth items, etc.), and **considerable amounts of consummable items (will not be used up in 2 years).** Inventory may be kept as a running list that is printed at the end of each 4-H year for office records. More lines/pages may be added as needed.

Description of Asset/Quantity	Model/Serial # *If applicable*	Estimated Value	Person Responsible for Asset	Where Currently Kept

Club Notice: If a club or committee becomes inactive, all inventory items and funds are to be turned into the Extension Office.