



Maryland 4-H Club/Group Annual Property Inventory

Financial Year July 1, _____ to June 30, _____

Due to County/City 4-H Office by: _____

Club/Group Name: _____

Check the appropriate statement(s):

- This 4-H Club/Group has no accountable durable* property to report.
(Sign certification on reverse of this form and submit)
- This 4-H Club/Group **owns and maintains** the following accountable durable* property:
(List each accountable item below, attach additional pages if needed)
- This 4-H Club/Group **disposed of** the following accountable durable* property:
(List each accountable item on the table on reverse of this form, attach additional pages if needed)

**Durable property is an item that has a continuing use, is not consumed in use, is of a durable (lasting) nature with an expected life of one or more years, and is valued at \$25 or more.*

Property Owned & Maintained by Club/Group			
Item Description <small>(Include serial number or other unique identifier)</small>	Approximate Value	Date Acquired	Storage Location

Attach additional pages if needed

- OVER -

Property Disposed of by Club/Group

Item Description <i>(Include serial number or other unique identifier)</i>	Approximate Value	Date of Disposal	Means/Method of Disposal

Attach additional pages if needed

CERTIFICATION:

This property inventory is true and complete to the best of our knowledge. We have accounted for and/or verified location of all items listed on the active inventory list. Documentation of ownership and/or disposal of listed items is maintained in the Club/Group records.

Club President – Printed Name	Club President - Signature	Date
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Club Leader – Printed Name	Club Leader - Signature	Date
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Club Volunteer – Printed Name	Club Volunteer - Signature	Date
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Received By:

4-H Office Staff – Printed Name	4-H Office Staff - Signature	Date
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