

Annual 4-H Financial Report

For the year July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_

**DUE IN LOCAL 4-H OFFICE AUGUST 1 – For 4-H Clubs: Clubs must file this report with their local 4-H Educator. The 4-H club will not be activated in 4-H Online and enrollment in this club will not be possible until the form is received and reviewed.**

**For 4-H Councils, Fair Boards, and Advisory Groups: All 4-H affiliated groups must file this report with their local 4-H Educator.**

Name of 4-H Club or Group: \_\_\_\_\_

Name of Primary Leader: \_\_\_\_\_ Assistant Leader: \_\_\_\_\_

Approximately, how many hours (total) did primary leader spend volunteering for 4-H this year? \_\_\_\_\_

Approximately, how many hours (total) did assistant leaders spend volunteering for 4-H this year? \_\_\_\_\_

Number of club meetings held: \_\_\_\_\_

How many club members do you have? \_\_\_\_\_

Main Club Project(s): \_\_\_\_\_

Officers: Indicate with a check mark if you have a club

President: \_\_\_\_\_ Vice President: \_\_\_\_\_ Secretary: \_\_\_\_\_ Treasurer: \_\_\_\_\_

How many of your members participated in Visual Presentations at each level:

Club: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

How many of your members submitted 4-H Records? \_\_\_\_\_

How many of your members did at least 6 hours of community service? \_\_\_\_\_

Activity	Number of Times	Brief Description
Community Service Activities		
Fundraisers		
4-H Promotional Activities		

On a separate sheet, please briefly describe your club or group's goals and accomplishments this year. Include any information about obstacles you may have encountered as well.

### 4-H Annual Financial Report

Initial here if your club or group has no income, does not collect dues, does not fundraise and has no bank account: \_\_\_\_\_ (initial here)

**If your club or group has funds: (i.e.: checking, savings, CD's or investment accounts),** you are required to submit a financial report and account statement for each account. You may use the form on this page (below), the form on page 4, the Excel Financial Log Spreadsheet form on the 4-H website, or you may print out your accounting detail from any bookkeeping software program you are using to track your 4-H financials, such as QuickBooks.

Include details of any funds received (who donated, where did the funds come from, etc.) and details about expenses (specifics of what the funds were spent on). Include receipts for any purchases or expenses when submitting your report.

Starting balance: \_\_\_\_\_

Income Source: Sales Revenue, Donations, Grants, Fundraising, etc. and Club Dues	Amount Received

Total Income (Revenue) for the Year: \_\_\_\_\_

Expenditures: describe expense	Amount Spent

Total Expenses for the Year: \_\_\_\_\_

**Calculate end of year account Balance as of June 30:**

Account Starting Balance: \_\_\_\_\_

(+ add) Total Income for the year listed above: + \_\_\_\_\_

(-- subtract) Total Expenses for the year listed above: -- \_\_\_\_\_

Final year end account balance = \_\_\_\_\_

**Adjust Final Balance to include these two items.**

(+add) Total dollar amount of Checks that have not shown up on bank statement: + \_\_\_\_\_

(-- subtract) Deposits that have not shown up on bank statement: -- \_\_\_\_\_

Adjusted Balance (should agree with bank statement): = \_\_\_\_\_

***A Copy of your June account statement must accompany this form. If you have more than \$1500. in assets, in checking or savings, you must submit all 12 months of account statements. If you have more than one account (i.e.: checking, savings, CD's or other investment accounts), submit statements and financial reporting forms separately for each account. CD's or investment accounts only need to include the June statement.***

**IRS 990-N Filing:**

Your local 4-H office will complete and submit the 990-N IRS filing for your group if your assets are less than \$50,000. Any groups, clubs, or committees earning more than \$50,000 are required to complete the IRS Form 990EZ themselves and submit it to the IRS. Those groups must then provide proof of filing to the local 4-H office. If this applies to your group, you will receive a form indicating that your filing was successful. Send that form, along with your financial records to your local 4-H office.

**Names of Authorized Signatories:**

List the name of those individuals in your club or group who are authorized on your club, council or board's bank account. It is strongly recommended that each account have two or three people authorized. The authorized people **must not be** related to one another.

- 1.
- 2.
- 3.

**Required Signatures: Authorized persons must sign here. This may be the club Leader, President/Chair or Treasurer of Board or council or the club or board treasurer.**

We have reviewed the financial records and believe, to the best of our knowledge, that the information presented in this report is accurate. We authorize the University of Massachusetts to include this 4-H club (or Council) as a subordinate to be included in its group tax exemption.

Prepared by: \_\_\_\_\_ Date \_\_\_\_\_

Audited (reviewed) and approved by: \_\_\_\_\_ Date \_\_\_\_\_  
(this person cannot be related to the preparer)

***Send this completed report with required documentation (bank statement(s) and signatures to your local 4-H Educator by August 1. For groups earning greater than \$50,000, also submit proof of IRS filing along with your financial statements.***

**OFFICE USE ONLY:**

I certify that I have reviewed this statement and supporting documents and find it accurate, to the best of my knowledge.

Approved by local Educator: \_\_\_\_\_ Date \_\_\_\_\_  
(name of Educator)

## 4-H YOUTH DEVELOPMENT

## FINANCIAL LOG

Please note:

- Receipts should be kept for each expenditure
- Cash Count Protocol form should be kept for events where over \$100 in cash is collected.
- Club should have a checking account and items paid for by check. Use of cash for purchases should be avoided as much as possible.
- Signatory on check should not write reimbursement checks to him/herself.

Date	Complete Description of Income or Expense	Income	Expense	Balance
	Beginning Account Balance as of July 1			\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
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				\$
		Total income for year	Total expenses for year	<b>Ending balance</b>