

## Annual 4-H Unit/Club Financial Report

Year: \_\_\_\_\_

Name of 4-H Unit/Club \_\_\_\_\_ 4-H Unit/Club EIN: \_\_\_\_\_

Name(s) of Adult 4-H Unit/Club Leader(s) \_\_\_\_\_

Name of 4-H Unit/Club Treasurer \_\_\_\_\_

Name of 4-H Unit/Club Bank Account \_\_\_\_\_

Name of Bank or Financial Institution: \_\_\_\_\_

Account # \_\_\_\_\_ Checking \_\_\_\_ or Savings \_\_\_\_ (Check one)

Account # \_\_\_\_\_ Checking \_\_\_\_ or Savings \_\_\_\_ (Check one)

Name(s) authorized to conduct 4-H Unit/Club business on account \_\_\_\_\_

Procedures for Adult 4-H Unit/Club Leader and Treasurer to follow:

1. Work together to prepare your 4-H Unit/Club's Financial Report.
2. Check to see that all of the unit's/club's bills for the year have been paid.
3. Be sure all checks that were written have been cashed. If some are still outstanding, contact the individual/business to whom they were written to ask them to cash the checks so your financial report can be prepared.
4. After this report has been completed, send it to the (BLANK) County 4-H Council, (EXTENSION OFFICE ADDRESS), or bring it to the Extension Office by (DATE DETERMINED BY COUNTY – should cover a 12 month period).
5. If your unit/club is being audited this year, follow the additional procedures provided.

**Checking Account**

Starting Balance of (Date: _____) (amount of money the unit/club had at the beginning of the year)	\$ _____
Total income your unit/club received this year (from dues, fund raising activities, donations, etc.)	\$ _____
Total expenses your unit/club had this year (bills, donations, special activities, etc.)	\$ _____
Ending Balance (Date: _____)	\$ _____

**Savings Account**

Starting Balance of (Date: _____) (amount of money the unit/club had at the beginning of the year)	\$ _____
Total income your unit/club received this year (from dues, fund raising activities, donations, etc.)	\$ _____
Total expenses your unit/club had this year (bills, donations, special activities, etc.)	\$ _____
Ending Balance (Date: _____)	\$ _____

*We have worked together and certify that this financial report for our 4-H Unit/Club is accurate.*

Unit/Club Treasurer Signature \_\_\_\_\_ Date \_\_\_\_\_

Adult 4-H Unit/Club Leader Signature \_\_\_\_\_ Date \_\_\_\_\_

-----  
Please check if this statement applies to your 4-H Unit/Club, sign it, & return it to the above address.

\_\_\_\_\_ Our unit/club has no active treasury at this time; therefore, we have nothing to report.

Unit/Club Treasurer or Adult 4-H Unit/Club Leader Signature \_\_\_\_\_