

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 _____