

4-H CLUB OR GROUP ANNUAL FINANCIAL REPORT

Name of 4-H Club/Group: Sample 4-H Club Today's Date (m/d/y) 11/01/13

All 4-H Clubs and chartered Groups are required to have an EIN number and submit a financial record and audit report to the County UW-Extension Office once each year. Federal regulations governing the use of the 4-H Name and Emblem require annual financial reporting/accountability of all organized 4-H units. Funds raised in the name of 4-H must be publicly accountable and must be used for 4-H educational purposes. Failure to annually submit the financial report could result in loss of approval to use the 4-H Name and Emblem and the 4-H Charter. It is recommended that 4-H Clubs and Groups use a cash accounting method.

EIN (Employee Identification Number, also known as the Federal Tax ID Number) 47-12345
 Wisconsin or Tribal Sales Tax Exempt Number (if the 4-H Club or Group has one) N/A

Please check one:

- The 4-H Youth Development Educator completes the annual required Form 990 IRS report
- The 4-H club/group completes the annual Form 990 IRS required filing. Attach verification.

Complete the following information based on the 4-H fiscal year, July 1 through June 30

- The difference in the reconciled funds in checking plus all savings accounts must match the difference between the total funds received and funds disbursed.
- **Attach a copy of the bank statement ending June 30 for each account held by the 4-H Club or Group that reflects the account balances for the end of the fiscal year.**

Annual Accounting Form

	Beginning Balance (July 1)	Reconciled Ending Balance (June 30)
Checking Account	\$ 100.00	\$ 112.70
Savings Account (combine all savings, money market, CD's, etc.)	\$ 0.00	\$ 0.00
Total Funds	\$ 100.00	\$ 112.70

4-H Clubs must use the categories as listed below as identified. Suggested additional categories for Funds Disbursed include: Dues Paid to County, Educational Supplies, Community Service Expenses, Recreation, etc.

Funds Received		Funds Disbursed	
Fund Raising (do not subtract expenses)	\$ 50.00	Fund Raising Expenses	\$ 49.00
Member Dues	\$ 130.00	Dues Pd to Co. Ldrs. Assoc.	\$ 15.50
Donations ¹	\$ 16.00	Recreation Expenses	\$ 65.00
Investment Income ²	\$ 0.00	Community Service Expenses	\$ 120.00
Income from Youth Development Services ³	\$ 20.00	Educational Supplies	\$ 75.00
Other/ Pass Through Funds ⁴	\$ 0.00	Other/ Pass Through Funds	\$ 0.00
Total Funds Received	\$ 217.20	Total Funds Disbursed	\$ 204.50

¹ Occasionally, the 4-H Youth Development Educator may need to access a record of individual donations during the last fiscal year. In that instance, the 4-H Youth Development Educator will contact you.

² Investment income includes interest earned in a bank account or trust fund, or income from land or other property.

³ Income from providing youth development services only includes fees charged directly to participants for the ability to participate in programs, such as 4-H camps. However, it does not include membership dues.

⁴ Other/Pass Through Funds includes fees collected for educational programs carried out by other groups. This money is collected from the member/family and then paid directly to the other group/organization.