

4-H CLUB OR GROUP ANNUAL FINANCIAL REPORT

Name of 4-H Club/Group: _____ Today's Date (mm/dd/yy) _____

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.

MUST be filled in!!

EIN (Employer Identification Number, also known as the Federal Tax ID Number) _____

Wisconsin or Tribal Sales Tax Exempt Number (if the 4-H Club or Group has one) _____

Please check one:

- The 4-H Youth Development Educator completes the annual required Form 990 IRS report → **always check this one!**
- 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.**
- **DO NOT LEAVE ANY BOXES BLANK – ENTER ZERO OR THE DOLLAR AMOUNT**

A+B=C
C+D-E=F

H+G=F

Annual Accounting Form

| | Beginning Balance (July 1) | Reconciled Ending Balance (June 30) |
|---|---------------------------------|---|
| Checking Account | \$ A (as of July 1) 0.00 | \$ H (as of June 30 th) 0.00 |
| Savings Account (combine all savings, money market, CD's, etc.) | \$ B (of last year) 0.00 | \$ G (bank statement this year) 0.00 |
| Total Funds | \$ C 0.00 | \$ F 0.00 |

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) | \$ 0.00 | Fund Raising Expenses | \$ 0.00 |
| Member Dues | \$ 0.00 | (list category) | \$ 0.00 |
| Donations ¹ | \$ 0.00 | (list category) | \$ 0.00 |
| Investment Income ² | \$ 0.00 | (list category) | \$ 0.00 |
| Income from Youth Development Services ³ | \$ 0.00 | (list category) | \$ 0.00 |
| Other/ Pass Through Funds ⁴ | \$ 0.00 | Other/ Pass Through Funds | \$ 0.00 |
| Total Funds Received | \$ D 0.00 | Total Funds Disbursed | \$ E 0.00 |

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.