Calhoun County 4-H
Annual Summary Financial Report
For the period September 1, 20__ to August 31, 20__

Club or Council Name: _________________________________________

Account balance at beginning of year A _____________

Taxable Sales Revenue (list separately): 1. ____________________________ 2. ____________________________ 3. ____________________________

Sales subtotal (add lines 1-3 above): B _____________

Grant and other nontaxable activities revenue (list each separately, use additional page if needed): 1. ____________________________ 2. ____________________________ 3. ____________________________

Non sales subtotal (add lines 1-3 above) C _____________

Total Revenues for year (add sales(B) and non sales(C) subtotals) plus D _____________ *
*(If this total is now or has ever been above $2500 you must route bank statements through MSUE)

Expenditures (list each separately, use additional page if needed): 1. ____________________________ 2. ____________________________ 3. ____________________________ 4. ____________________________ 5. ____________________________ 6. Sales tax*
*If the sales subtotal (B) is less than $5000, you do not have to figure sales tax because your 4-H club or group owes no sales tax. If the sales subtotal (B) is $5000 or more, divide the sales subtotal (B) by 17.667 to get the amount of sales tax your group must remit.

Total Expenses for year (add lines 1-6 above) minus E _____________

Account balance at end of year equals F _____________

Add back checks that have not shown on bank statement plus G _____________

Subtract deposits that have not shown up on bank statement minus H _____________

Adjusted balance (should agree with bank statement; include a clear copy of bank statement that agrees with this total adjusted balance) equals I _____________

Prepared by: ____________________________ Date: ________________
Audited and approved by: ____________________________ Date: ________________
Approved by MSU Extension: ____________________________ Date: ________________