County 4-H Fund-Raising Report Form (updated 5/2017)

Complete and return this form to the Kent County 4-H Office (775 Ball Avenue NE, Grand Rapids, MI 49503; FAX 616-632-7899; Email: pepperm3@anr.msu.edu or newman65@anr.msu.edu) within 10 business days after the approved fund-raising activity.

4-H Group name _____________________________________________________________ Phone: ___________________________

Person making report: ___________________________ Phone: ___________________________ Email: ___________________________

What was the approved fund-raising activity? _____________________________________________

Where and when did the approved fund-raising activity take place? _____________________________

What knowledge did the group gain through this activity? _________________________________

What skills did the group develop from participation in the fund-raising activity? _______________


Income from approved fund-raising activity _____________________________________________

Expenses from approved fund-raising activity _____________________________________________

(List general expenses below)

Sales Tax collected on tangible, personal property* minus $ ____________________________

*For example, craft items, tack, cookbooks, calendars, plat books, bulletins and food that will be consumed immediately such as concession stand sales.

Calculate the amount of tax due as follows: Divide the income by 17.67 (Income: ___ divide by 17.67 = ___ )

It is wise to hold these funds aside in the group’s treasury so they are available when the payment is submitted in the fall. Be sure to include the income and expenses in the group’s Annual Financial Summary Report (AFSR). The amount of the check will be reflected as an expense on next year’s AFSR. If the group remits the tax with a check, make it payable to “Michigan State University”.

Profits from approved fund-raising activity equals $ ____________________________

Prize Winners

If prizes were awarded, complete the information below. Attach a separate sheet, if needed. Note: Prizes valued at $600 or more require the recipient complete IRS Form W-9 for calendar-year tax reporting. Attach the W-9 to this report. MSU will issue an IRS Form 1099-MISC in January.

<table>
<thead>
<tr>
<th>Name</th>
<th>Prize</th>
<th>Prize Value (Actual or Fair Market Value)</th>
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Return to:
Mary Newman, Kent/MSU Extension – 4-H Office, 775 Ball Avenue NE, Grand Rapids, MI 49503
Melinda Pepper, Kent/MSU Extension – 4-H Office, 775 Ball Avenue NE, Grand Rapids, MI 49503