Annual Summary Financial Report

For the Period September 1, _____ to August 31, _____
Club or council name: _____   EIN: _____

Account balance at beginning of year:	plus	A
** **Taxable sales revenue** (list each separately):		
1.		
2.		
3.		
Sales subtotal (add items 1-3 above) B		
** **Grant and other nontaxable activities** revenue (list each separately):		
1.		
2.		
3.		
Nontaxable sales subtotal C		
Total revenues for year (add sales and nonsales subtotals)	plus	D
** **Expenditures**		
1.		
2.		
3.		
4.		
5.		
6. **Sales tax***		
Total expenses for year (add lines 1-6 above)	minus	E
Account balance at end of year	equals	F
Add back checks that haven't shown up on bank statement	plus	G
Subtract deposits that haven't 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: _____
Reviewed and approved by: _____ Date: _____
Approved by MSU Extension: _____ Date: _____

*If the **Sales Subtotal (B)** is less than $5000, you don't 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 17.67 to get the amount of sales tax your group must remit.

26 ** Attach additional pages as necessary.