4-H CLUB FINANCIAL REPORT INSTRUCTIONS

To be completed annually by ALL 4-H CLUBS. DUE DECEMBER 1.

If your club HAS NO FINANCIAL ACTIVITY/OWNS NO PROPERTY: ZERO OUT EACH BOX and sign at the very bottom of the report, indicating that your club does not collect or exchange funds or own property, goods, equipment, accessories, etc.

If your club DOES HAVE FINANCIAL ACTIVITY/OWNS PROPERTY:

1. Make sure any entries you make are as ACCURATE AS POSSIBLE. ALWAYS include dates and descriptions of transactions. Please start with the balance you ended with on last year’s report. ALWAYS KEEP A COPY OF LAST YEAR’S REPORT SO THAT YOU HAVE A POINT OF REFERENCE TO BEGIN YOUR NEXT YEAR’S REPORT.

2. Attach receipts for ALL expenses and purchases. Original or photocopies are acceptable.

3. A bank or credit union account is REQUIRED for:
   - Any club that holds fundraisers
   - Any club seeking and accepting donations of funds
   - Any club holding at least $100 in funds for 30 days or more

4. In order to open a bank/credit union account, you must provide an EIN number. Contact 4-H staff to find out the EIN number that was assigned to your club. All 4-H club bank or credit union accounts should be using the Extension office’s address. All 4-H club bank or credit union accounts should have opened using the address of the Extension office.

5. A fundraising approval form must be completed and approved before a club can hold a fundraiser.

6. All 4-H club bank or credit union accounts should be using the Extension office’s address. This insures that bank statements come to the office first. They are then reviewed and mailed to you. If you are following this procedure correctly, then we have copies of your statements on file and you do not need to include them with your report.

7. If you did not open your account using the Extension office’s address, then we have not been receiving your bank statement. Please correct this IMMEDIATELY with your bank/credit union and then provide us with each month’s bank statements that we have not received.

8. If your club OWNS PROPERTY that was purchased with 4-H MONEY (from dues, donations, or fundraisers), or that was donated directly to the club, PLEASE LIST ALL PROPERTY in the CLUB PROPERTY SECTION of the financial report (property, goods, equipment, accessories, etc.)

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.
ANNUAL 4-H CLUB FINANCIAL REPORT

FOR: SEPTEMBER 1, ___________ TO AUGUST 31, ___________

4-H CLUB NAME: _______________________________ COUNTY: ________________________

Person completing report: ___________________________ Phone: ________________________

- If there are absolutely no funds collected or exchanged in your 4-H club, and your club holds no property, you may proceed to the end of the form, check that box, and sign/date your statement.
- If you engage in fundraisers, collect or accept donations, or have $100 for at least 30 days or more in your club – YOU MUST HAVE A BANK ACCOUNT. The address used for the account must be that of the Extension office, so that we receive bank statements directly. (We will forward them to you).

What was your balance at the beginning of the 4-H year?

CHECKING: $ 

SAVINGS: $ 

INCOME/DEPOSITS:

DATE: RECEIVED FROM WHOM OR WHAT: AMOUNT: 

_________ ___________________________________________________________ $__________ 

_________ ___________________________________________________________ $__________ 

_________ ___________________________________________________________ $__________ 

_________ ___________________________________________________________ $__________ 

_________ ___________________________________________________________ $__________ 

_________ ___________________________________________________________ $__________ 

(Use an additional sheet if more income or deposit entries need to be listed)

TOTAL INCOME/DEPOSITS: $ 

EXPENSES/PAYMENTS:

Attach receipts as proof of each expense to this form. If there are multiple items on receipt – just list the receipt total:

DATE: PAID TO and FOR WHAT PURPOSE: CHECK #: AMOUNT: 

_________ ________________________________ ___________ $__________ 

_________ ________________________________ ___________ $__________ 

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(Over)
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(continue for additional entries)

TOTAL EXPENSES/PAYMENTS: $_______

CLUB PROPERTY:

All items purchased with club funds or directed to your club as a gift are property of 4-H.

In the event that your club closes, all non-perishable property must be returned to the MSU Extension office. If your club merges into another club – that club may assume the property, or you may still opt to turn it over to MSU Extension. (Non-perishable would be anything not eaten or worn).

List any and all existing club property here (food that has been eaten, or items that have be used up, such as tape or glue, etc., do not need to be listed – this is for items that actually exist).

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<th>DATE PURCHASED OR RECEIVED</th>
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What is your balance at the end of the 4-H year?

CHECKING: $_______

SAVINGS: $_______

__________________________ (signature of person preparing report)  (date)

[ ] I do not need to complete a financial report as absolutely no funds are collected or exchanged and no property is owned.

__________________________ (signature of person making this statement)  (date)