



# Illinois 4-H Club Annual Financial Statement—Checking Account

For Club to be re-enrolled, a completed annual financial statement and fiscal review must be submitted to the County Extension Office before September 30th of each new Extension year and approved by the County Extension Director.

**\*\*For Clubs that only have one account type complete the appropriate form—ALL SECTIONS MUST BE COMPLETED\*\***

This financial statement is for the period September 1, \_\_\_\_ through August 31, \_\_\_\_

4-H Club Name \_\_\_\_\_ County \_\_\_\_\_

Employer Identification Number \_\_\_\_\_ Checking account number \_\_\_\_\_

Name & Location of Financial Institution \_\_\_\_\_

1. Beginning Account Balance as of September 1, \_\_\_\_\_ \$ \_\_\_\_\_

2. Income Source:	Income:	*Itemization of Miscellaneous Income
A. Donations	\$ _____	
B. Fundraisers	\$ _____	
C. Other/miscellaneous—itemizations*	\$ _____	
D. Total Income (add line A + B + C)	\$ _____	

Required if Income listed in Other

3. Beginning Account Balance plus Total Income (add line 1 + 2D) \$ \_\_\_\_\_

4. Expense Categories	Expenses:	*Itemization of Miscellaneous Expenses
A. Meeting expenses/speaker fees	\$ _____	
B. Food/refreshments	\$ _____	
C. Project manuals/workshops	\$ _____	
D. 4-H Program Fees	\$ _____	
E. Trips	\$ _____	
F. Awards/Scholarships	\$ _____	
G. Community service activities	\$ _____	
H. Rental Fees**	\$ _____	
I. Other/Miscellaneous* - itemizations	\$ _____	
J. Total Expenses (add lines A-I)	\$ _____	

Required if Expense listed in Other

5. Balance as of August 31, 20\_\_ (subtract expense line 4J from line 3) \$ \_\_\_\_\_

6. Outstanding Deposits (subtract total of deposit amounts that have not appeared on bank statements) \$ \_\_\_\_\_

7. Outstanding Checks (Add total of check amounts that have not appeared on bank statements) \$ \_\_\_\_\_

8. Adjusted Balance (should agree with the end-of-year bank statement) \$ \_\_\_\_\_

This certifies the above information is a correct statement of financial activity for this 4-H Club.

\_\_\_\_\_  
(4-H Club Treasurer's signature) (Date)

\_\_\_\_\_  
(4-H Club Leader's Signature) (Date)

**FISCAL REVIEW (REQUIRED: Committee should include a combination of youth and adults without signatory rights on the account.)**

We have examined the financial records including bank statements, checks written, copies of bills paid, itemized deposit slips, and receipts on this 4-H Club and find them in good order.

\_\_\_\_\_  
(Fiscal Review Committee Signature) (Date)

\_\_\_\_\_  
(Fiscal Review Committee Signature) (Date)

\_\_\_\_\_  
(Fiscal Review Committee Signature) (Date)

**\*\*If a contract or agreement is required, the Extension business office will obtain the signature for the document on behalf of the 4-H club.**