



Annual Financial Verification Report (AFVR) Guide

General Directions

- **4-H Club leaders** should work together with their club treasurer to complete the annual financial reporting process in a timely manner.
- **All 4-H Clubs** must submit a completed Annual Financial Verification Report form to their local Extension office by the deadline set by their county.
- **4-H Clubs with an EIN** should complete all Parts 1-6. Clubs with bank accounts must also turn in their treasurer and secretary record books with their report.
- **4-H Clubs with multiple bank accounts** should complete additional AFVR forms for each account. Additional AFVR forms should include Parts 1, 4, 5, and 6.
- **4-H Clubs without an EIN** should complete Parts 1, 2, and 3.
- Typed forms utilizing the fillable PDF option are preferred; if handwritten forms are submitted, be sure all writing is legible and clearly written. However, Part 6 signatures **must be handwritten**.

Part 1: 4-H Club Information

- **All 4-H Clubs** should complete Part 1.
- **4-H Clubs with more than one account** should complete Part 1 on each form.
- Complete club information and indicate yes or no for having an Employer Identification Number (EIN). The EIN is the number the IRS assigns to clubs prior to opening banking accounts for tax reporting purposes.

Part 1. 4-H Club Information	
For the period September 1, 20____ to August 31, 20____	County _____
4-H Club Name _____	EIN Information ☐ YES ☐ NO

Part 2: Annual Verification for 4-H Clubs

- **All 4-H Clubs** should complete Part 2.
- All clubs with or without an EIN are allowed to have \$100 or less cash-on-hand.
- The club leader signs and indicates how much cash-on-hand they have at or below \$100.
- Indicate if the club plans to host a fundraiser. Clubs **without** an EIN and bank account are not allowed to host a fundraiser. Additional fundraising approval forms should be submitted to your local office a minimum of 2 weeks prior to your fundraiser.

Part 2. Annual Verification for 4-H Clubs	
By signing below, the 4-H Club Volunteer verifies the accuracy of the cash-on-hand balance reported on Line 2. 4-H clubs may maintain no more than \$100.00 in cash-on-hand for a period of up to 30 days. If the 4-H club chooses to open an account at a financial institution in the future, the club must first notify the County 4-H Extension staff to obtain an Employer Identification Number (EIN).	
Signed by the following authorized club representative	
Balance of club's cash-on-hand \$	_____
Does the club plan on holding a fundraising event in the next year?	☐ YES ☐ NO





Part 3: Inventory of 4-H Club Property

- All 4-H clubs complete Part 3.
- List any new inventory received during the program year, including any items gifted or funded by sources outside of club funding. Attach a separate sheet if additional space is needed.
- A full inventory list of all 4-H club property should be included in the Illinois 4-H Club Treasurer Record Book. All property acquired under the 4-H club name is therefore property of IL 4-H.

Part 3. Inventory of 4-H Club Property					
"4-H club property" is all items purchased with 4-H club funds and all items donated to the 4-H club. DO NOT list consumable items such as food, tape, pens, or paper products UNLESS the quantity is so significant that the items will last more than a year.					
If the 4-H club has no property, verify by signing here:					
List only those items purchased or donated during the reporting period. Record the name of the donor or business for all gifted items. A complete inventory list is required in the treasurer book. Each donation must be acknowledged in writing, with a copy retained in the treasurer's records. If the club disbands, all non-consumable property must be returned to the County Extension Office within 30 days, along with the required Dissolution Clause documents.					
Inventory Date	Quantity	Item Description	Item Value (purchase/donation)	Storage Location	Donor/Business Name (donations or gifts)
Clubs that purchased or accepted donations of more than six items during the reporting period can submit their treasury book inventory worksheet.					

Part 4: 4-H Clubs Banking Information

- 4-H Clubs with an EIN should complete Part 4.
- 4-H Clubs with more than one account should complete Part 4 on each report.
- Include the club EIN number. If you do not know this number, contact your county office.
- List the financial institution, account number and signatories for all bank accounts.

Part 4. 4-H Clubs Banking Information			
Clubs with multiple accounts must complete a separate Annual Financial Verification Report for each account. Report the clubs cash-on-hand in Part 2. In Part 4 list banking information for all accounts. In Part 5 specify the account number being reported on the first line. Repeat Parts 1, 4, 5, and 6 for each additional account report. Do not combine multiple accounts into a single report.			
4-H Club EIN		Type of Account	
Name of Financial Institution		Checking	A/C Number
Name of Financial Institution		Savings	A/C Number
Name of Financial Institution		(account type)	A/C Number
Signatories' Signatures		Checking	Savings
1		☐	☐
2		☐	☐
3		☐	☐
		Other	
		☐	
Two signatures are required on the signatory card and on written checks.			

Part 5: Financial Statement

- **4-H Clubs with an EIN** should complete Part 5.
- **4-H Clubs with more than one account** should complete Part 5 on each report.
- On the top line, include the bank account number for the account being reported in Part 5.
- Using your beginning of the program year statement from September and your end of program year statement from August, complete the requested information. For other/misc. income and expenses, be sure to list those in the provided box.
- Review all details and calculations carefully for accuracy.

Part 5. Financial Statement			
Provide the account number being reported on this financial verification report.			
1. Adjusted treasury balance as of September 1 of last year	1		\$
2. Income	2	*Itemizations of Miscellaneous Income	
Income Amount			
2A. Donations			
2B. Fundraisers			
2C. Other/Miscellaneous (List in Itemizations*)			
2D. Program Fees			
3. Total income for the period (add lines 2A + 2B + 2C)	3	plus	\$
4. Expenses	4	*Itemizations of Miscellaneous Expenses	
Expense Amount			
4A. Meeting			
4B. Food/refreshments			
4C. Project manuals/workshops			
4D. 4-H Program Fees			
4E. Trips			
4F. Awards/Scholarships			
4G. Community service activities			
4H. Rental Fees**			
4I. Other/Miscellaneous (List in itemizations*)			
5. Total expenses for the period (add lines 4A.- 4I.)	5	minus	\$
**The Extension Business Office will sign any required contracts or agreements on behalf of the 4-H club.			
6. Account balance at end of the period August 31. (add line 1 plus (+) line 3 minus (-) line 5)	6	equals	\$
7. Total deposits made not shown on the bank statement	8	plus	
8. Total outstanding checks/withdrawals not on the bank statement	7	minus	
9. Adjusted balance (should agree with the August 31 account statement)	9	equals	\$
Please respond to the following:			
1. The account statement was reconciled each month.	☐ Yes	☐ No	
2. The 4-H Club minutes reflect that all expenses were approved by a vote of the membership either as individual line items or as a club budget.	☐ Yes	☐ No	





Part 6: Signatures, Review and Approval

- **4-H Clubs with an EIN** should complete Part 6.
- **4-H Clubs with more than one account** should complete Part 6 on each report.
- Signatures must be handwritten/wet signatures on the original document. However, it can be scanned and emailed afterwards.
- Fiscal review committee members should be any combination of parents, leaders, or club members who are **not** related to someone who is listed as a signatory on the financial accounts. The fiscal review committee is responsible for reviewing bank statements, receipts, and/or other documents to verify that all fiscal information provided is correct. If a 4-H club cannot establish a committee that meets these requirements, you may collaborate with other 4-H clubs or contact your local 4-H office for additional support.

Part 6. Signatures, Review and Approval		
Signature of Club Treasurer	Phone	Date
Signature of Volunteer Leader	Phone	Date
Signature of Review Committee Member (1)	Phone	Date
Signature of Review Committee Member (2)	Phone	Date
Signature of Review Committee Member (3)	Phone	Date

All signatures must be hand written (wet) signatures.

