



_____ 4-H Club Annual Budget Worksheet

Our 4-H Club Fiscal Overview:

4-H Club Employer Identification Number (EIN) _____

YES NO Our 4-H Club has a checking account at _____ (Name of Financial Institution)

Minimum checking account balance required to avoid monthly bank fees: \$_____

YES NO Our 4-H Club has a savings account at _____ (Name of Financial Institution)

Minimum savings account balance required to avoid monthly bank fees: \$_____

Total 4-H Club Assets:

A. Checking account balance as of _____ (Date) \$_____

B. Savings account balance as of _____ (Date) \$_____

C. Other source of funds as of _____ (Date) \$_____

D. Total 4-H Club assets (add lines A + B + C) \$_____

How Large Can Our 4-H Club Treasury Balance Be?

Formula for Maximum 4-H Club Treasury Balance

Current year of club expenses (from 4-H Club Annual Financial Statement)

+ One additional year of same expense dollars

Maximum allowable 4-H Club treasury balance

A 4-H club is required to manage their treasury responsibly. All 4-H club funds must be used to support the 4-H program and educational activities of its members. Refer to *An Introduction to 4-H Club Finances* fact sheet for additional fundraising guidelines, including community service projects conducted by the club to benefit outside organizations.

4-H Clubs should only plan fundraisers when additional funds are needed to meet the needs of their budget and goals for the coming year. Don't conduct fundraisers just because your 4-H club has always had one every year.

The 4-H club is not allowed to accumulate excessively large fund balances as defined in the formula above.

YES NO Does our 4-H club treasury exceed the maximum allowable balance?

If you answered "yes" to this question, your 4-H club must submit a *4-H Club Long Term Spending Plan* form to their County Extension Director along with the fiscal review and *Illinois 4-H Club Treasurer's Book* describing their specific goals or purposes that require the growth of their treasury to such large balances along with a timeline to complete the project.



4-H Club Annual Budget Worksheet

4-H Club Program Year: September 1, 20 through August 31, 20

1. **Beginning Checking Account Balance (from 4-H Club Annual Financial Statement) \$ _____**

2. **Estimated 4-H Club Income:** **Income:**

A. Donations \$ _____

B. Fundraisers \$ _____

C. Other: _____ \$ _____

D. Other: _____ \$ _____

E. Transfer from savings account \$ _____

F. Total Estimated Income (add line A - E) \$ _____

3. **Estimated 4-H Club Expenses:** **Expenses:**

A. Meeting expenses / speaker fees \$ _____

B. Food / refreshments \$ _____

C. Project manuals / workshops \$ _____

D. 4-H Program fees \$ _____

E. 4-H Club trips \$ _____

F. Awards / scholarships \$ _____

G. Community service activities \$ _____

H. Rental fees \$ _____

I. "Rainy day" funds for repairs / replacement \$ _____

J. Club insurance (optional) \$ _____

K. Other: _____ \$ _____

L. Other: _____ \$ _____

M. Total Expenses (add lines A - L) \$ _____

4. **Estimated Ending Balance (Line 1 plus Line 2F minus Line 3M) \$ _____**

Our 4-H Club annual budget was prepared by the following 4-H club officers and adult club leader(s):

(Club officer)	(Club officer)
(Club officer)	(Club officer)
(Adult leader)	(Adult leader)

This budget was presented and approved by the 4-H Club on _____. (Meeting date)