



Annual Financial Verification Report

4-H Clubs must complete this form and submit it to the 4-H Extension Professional no later than the established county deadline.

4-H Clubs with an EIN - Treasurers and Volunteer Leaders will complete Parts 1, 3, 4, 5, & 6.

4-H Clubs without an EIN - Volunteer Leaders must complete Parts 1, 2, 5 & 6.

Part 1. 4-H Club Information

For the period September 1, 20____ to August 31, 20____

County _____

4-H Club Name _____

Does the club have an EIN? YES NO

Part 2. Annual Verification for 4-H Clubs without an Employer Identification Number (EIN)

The 4-H Club Volunteer signature in this box verifies that this 4-H group **did not have an account at a financial institution during this report period.** It further verifies that the group had \$100 or less in its treasury for less than 30 days. If the 4-H group elects to open an account at a financial institution in the future, **the group must notify the County 4-H Extension staff to obtain an Employer Identification Number.**

Signed by the following authorized club/group representative _____

Balance of groups treasury(cash on hand) \$ _____

Does the club plan on holding a fundraising event in the next year? (An EIN must be obtained before the fundraiser is held) Yes NO

Part 3. Annual Verification for 4-H Clubs with Accounts at a Financial Institution

Clubs with both checking and savings accounts must complete a separate financial statement for each account. In Part 3, provide banking information for both. In Part 4, specify the account type (checking or savings) being reported. Prepare a second AFVR for the other account, completing sections 1 and 3.

4-H Club EIN _____	Type of Account
Name of Financial Institution _____	Checking A/C Number _____
Name of Financial Institution _____	Savings A/C Number _____
Signatories on Accounts:	
1 _____	Checking Savings
2 _____	Checking Savings
3 _____	Checking Savings

Part 4. Financial Statement

Provide the account number being reported on this Financial Statement.

Adjusted treasury balance as of September 1 of last year	1		\$
Income	2	*Itemizations of Misc. Income	
A. Donations			
B. Fundraisers			
C. Other/Miscellaneous (List in itemizations*)			
D. Total Income (Add line A + B + C)			
Total income for the period (add Line 1 and 2D)	3	plus	\$
Expenses	4	*Itemizations of Misc. Expenses	
A. Meeting			
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 (List in itemizations*)			
J. Total expenses for the period (add lines A-I above)		minus	\$

**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.

Part 4. Financial Statement Continued

Account balance at end of the period (3 - 4J)	5	equals	\$
Add checks that have not shown up on statement	6	plus	\$
Subtract deposits that have not shown on statement	7	minus	\$
Adjusted balance (should agree with account statement)	8	equals	\$

Please respond to the following:

1. The account statement was reconciled each month.	Yes	No
2. There is written documentation that all expenses were approved through an approved budget or by a vote of the full membership with written documentation in the Secretary's book.	Yes	No
3. What was the group's total account balance as of August 31 of this period? \$ _____		

Part 5 Inventory of 4-H Group Property

"4-H group property" is all items purchased with 4-H group funds and all items donated to the 4-H group.

If the 4-H group has no property, verify by signing here: _____

List all NEW items that belong to the 4-H club, whether purchased with club money or received as gifts. Include the name of the person or business that provided the gift. All club donations should be acknowledged in writing to the donor. A copy of the acknowledgment should be kept in the treasurer's records. If the group disbands, all non-consumable property must be returned to the County Extension office with the Dissolution Clause and required documents within 30 days.

Year Purchased or Received	Quantity	Item Description	Purchase Value	Storage Location	If Discarded Last Year, Explain Why

Part 6 Signatures, Review and Approval

Signature of Club Treasurer	Phone	Date
Signature of Club 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

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