- 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 Clu	B IIIIOIIIIacioii				
For the period September 1, 20 to August 31, 20					
4-H Club Name	Does the club have an				
Part 2. Annual Verification for 4-H Clubs with	out an Employer Ident	ificatio	on Numb	er (EIN)	
The 4-H Club Volunteer signature in this box verifies that this 4-H group <u>did</u> <u>period</u> . It further verifies that the group had \$100 or less in its treasury for a financial institution in the future, <u>the group must notify the County 4-H E</u>	less than 30 days. If the 4-H graterist staff to obtain an Em	roup ele ployer I	ects to open dentification	an account at	
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 m	ust be obtained before the fundraiser	is held)	Yes	NO	
Part 3. Annual Verification for 4-H Clubs	with Accounts at a F	inanc	ial Instit	tution	
Clubs with both checking and savings accounts must complete a separate fi information for both. In Part 4, specify the account type (checking or saving completing sections 1 and 3.				-	
4-H Club EIN	Type of Account				
Name of Financial Institution	Checking	A/C N	lumber		
Name of Financial Institution	Savings	A/C I	Number		
Signatories on Accounts:					
1	Checkin	g	Savings		
2	g	Savings			
3	Checkin	g	Savings		
Part 4. Financi	al Statement				
Provide the account number being reported on this Fianancial Statemen	+				
Adjusted treasury balance as of September 1 of last year		1		\$	
Income	Income Amount	2	*Itemizati	ons of Misc. Income	
A. Donations					
B. Fundraisers					
C. Other/Miscellaneous (List in itemizations*)		7			
D. Total Income (Add line A + B + C)					
			mlu o	\$	
Total income for the period (add Line 1 and 2D)		3	plus	7	
Total income for the period (add Line 1 and 2D) Expenses	Expense Amount	3 4		ons of Misc. Expenses	
	Expense Amount				
Expenses	Expense Amount				
Expenses A. Meeting	Expense Amount				
Expenses A. Meeting B. Food/refreshments	Expense Amount				
Expenses A. Meeting B. Food/refreshments C. Project manuals/workshops	Expense Amount				
Expenses A. Meeting B. Food/refreshments C. Project manuals/workshops D. 4-H Program Fees	Expense Amount				
Expenses A. Meeting B. Food/refreshments C. Project manuals/workshops D. 4-H Program Fees E. Trips F. Awards/Scholarships G. Community service activities	Expense Amount				
Expenses A. Meeting B. Food/refreshments C. Project manuals/workshops D. 4-H Program Fees E. Trips F. Awards/Scholarships	Expense Amount				
Expenses A. Meeting B. Food/refreshments C. Project manuals/workshops D. 4-H Program Fees E. Trips F. Awards/Scholarships G. Community service activities	Expense Amount				

^{**}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.

Add checks that have not shown up on statement	Part 4. Financial Statement Continued										
Subtract deposits that have not shown on statement Adjusted balance (should agree with account statement) 1. The account statement was reconciled each month. 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. 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. 5 Inventory of 4-H Group Property 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 ousiness that provided the gift. All club donations should be acknowledged in writing to the donor. A copy of the acknowledgment should be explicit 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. Part 6 Signatures, Review and Approval Part 6 Signatures, Review and Approval Part 6 Signatures, Review and Approval Phone Date Date Signature of Club Leader Phone Date Signature of Review Committee Member (2) Phone Date	Account balance at end of the period (3 - 4J)						5	equals	\$		
Adjusted balance (should agree with account statement) Please respond to the following: I. The account statement was reconciled each month. Per source 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. Port 5 Inventory of 4-H Group Property Part 5 Inventory of 4-H Group Property Part 4-H group property" is all items purchased with 4-H group funds and all items donated to the 4-H group. Fithe 4-H group 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 obusiness that provided the gift. All club donations should be acknowledged in writing to the donor. A copy of the acknowledgment should be expt 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 Part 6 Signatures, Review and Approval Phone Date Signature of Club Leader Phone Date Signature of Review Committee Member (1) Phone Date	Add checks that have not shown up on statement						6	plus	\$		
See equals S Pease respond to the following: S No No No No No No No	Subtract deposits that have not shown on statement						7	minus	\$		
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Signature of Review Committee Member (2) Phone Date	Signature of Club Leader		Phone	Phone Dat		te					
<u> </u>	Signature of Review Committee Member (1)		Phone	Phone		Date					
Singston of Parism Course it to Marshay (2)	Signature of Review Committee Member (2)		Phone	Phone		Date					
Signature of Review Committee Member (3) Phone Date	Signature of Review Committee Member (3)		 Phone	Phone		 Date					

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