



4-H Club Budget Worksheet

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. 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.

Part 2 of this form will indicate whether the club can hold a fundraiser or needs to increase spending when receiving a donation.

Part 1. 4-H Club Information

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

4-H Club Name _____ EIN Awarded _____ EIN Request Submitted _____

Part 2. Maximum 4-H Club Treasury Balance Verification

The guideline to follow is to advise that the maximum 4-H club treasury balance must not exceed the current and prior year's expenses recorded in the 4-H club Annual Financial Verification Report.

4-H Club EIN _____	<u>Account No.</u> _____	<u>Balance of Account</u> _____
<u>CASH FLOW</u>		
1. Name of Financial Institution for checking account _____	_____	\$ _____
2. Name of Financial Institution for savings account _____	_____	\$ _____
3. Club's total cash flow (Line 1 + Line 2)		\$ _____
<u>EXPENSES</u>		
4. Current Year's Budget Expense Total (See Part 3J)		\$ _____
5. Prior Year's Expense Total		\$ _____
6. Club's total expenses (Line 4 + Line 5)		\$ _____

If line 3 is larger than line 6 the club should not plan a fundraiser.

Part 3. Financial Statement Planning

Income	Income Amount	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	Expense Amount	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	\$ _____
Account balance at end of the period (3 - 4J)		5	equals	\$ _____

Part 4. Signatures and Approval

Signature of Treasurer who prepared this report _____	Phone _____	Date _____
Signature of Club Officer who reviewed this report _____	Phone _____	Date _____
Signature of Club Leader who reviewed this report _____	Phone _____	Date _____
Date the budget was presented and approved by the 4-H Club _____		
DATE		

All signatures must be hand written (wet) signatures.