# **Annual Financial Verification Report Guide**

## Part 1: 4-H Club Information

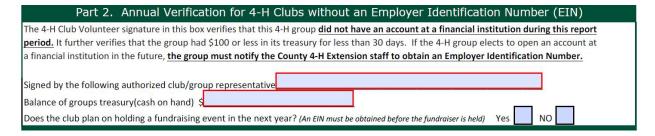
- All clubs should complete this section.
- Complete club information and indicate yes or no for having an EIN.





## Part 2: Annual Verification for 4-H Clubs without Employer Identification Number

- Clubs without an EIN should complete this section.
- The club leader signs and indicates how much cash on hand they have under the \$100 threshold.
   Additionally, indicate if the club plans to host a fundraiser and will need an EIN number for the upcoming program year. (This section replaces the Indication of Financial Activity Form.)



#### Part 3: Annual Verification for 4-H Clubs with Financial Institutions

- Clubs with an EIN should complete this section.
- List financial institution and account number for each bank account and list the account signatories. If a club has only one type of account, fill in the applicable section and leave the other line of information blank.
- Clubs with multiple accounts will complete parts 1 and 4 and attach as additional pages. Please note, the Annual Financial Verification Report form has an error and lists parts 1 and 3.

Part 3. Annual Verification fo	r 4-H Clubs with Accounts at a Financial Institution
	olete a separate financial statement for each account. In Part 3, provide banking checking or savings) being reported. Prepare a second AFVR for the other account,
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**

- Clubs with an EIN should complete this section.
- If your club has more than one bank account, it is imperative that the account number that you are reporting is indicated in the top right corner of this section. A separate document with parts 1 and 4 will need to be completed and attached with the primary report form.
- 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.
- Part 4 continues onto page 2.
- Be sure to complete this section carefully and verify that all your math is correct.

Part 4. Financial Sta	atement			
Provide the account number being reported on this Fianancial Statement.				
Adjusted treasury balance as of September 1 of last year		1		\$
Income	Income Amount	2	*Itemizati	ons of Misc. Income
A. Donations		1		
B. Fundraisers		1		
C. Other/Miscellaneous (List in itemizations*)		1		
D. Total Income (Add line A + B + C)				
Total income for the period (add Line 1 and 2D)		3	plus	\$
Expenses	Expense Amount	4	*Itemizati	ons 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	\$

Part 4. Financial Statement Continued			
Account balance at end of the period (3 - 4J)			\$
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:  The account statement was reconciled each month.  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.  What was the group's total account balance as of August 31 of this period? \$		Yes Yes	No No

<sup>\*\*</sup>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 5: Inventory**

- All clubs complete this section.
- List all **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 complete inventory list of **all** club property should be included on the 4-H Club Inventory page in the *Illinois 4-H Club Treasurer Record Book*.

the 4-H group has	no property, ver	ify by signing here:			
ousiness that provid kept in the treasure	led the gift. All clor's records. If the	4-H club, whether purchased with clul ub donations should be acknowledged group disbands, all non-consumable purches within 30 days.	in writing to t	ne donor. A copy of the a	cknowledgment should be
Year Purchased or Received	Quantity	Item Description	Purchase Value	Storage Location	If Discarded Last Year, Explain Why
			1		

# Part 6: Signatures, Review and Approval

- All clubs should complete this section.
- Clubs **without** an EIN should include signatures for the Club Leader and any additional individuals involved with the cash on hand.
- 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 the fiscal information provided is correct.



