

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 1. 4-H Club Information	
For the period September 1, 20 <input type="text"/> to August 31, 20 <input type="text"/>	County <input type="text"/>
4-H Club Name <input type="text"/>	Does the club have an EIN? YES <input type="checkbox"/> NO <input type="checkbox"/>

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 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 <input type="text"/>	
Balance of groups treasury(cash on hand) \$ <input type="text"/>	
Does the club plan on holding a fundraising event in the next year? (An EIN must be obtained before the fundraiser is held) Yes <input type="checkbox"/> NO <input type="checkbox"/>	

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 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 <input type="text"/>	Type of Account		
Name of Financial Institution <input type="text"/>	<input type="checkbox"/> Checking	A/C Number <input type="text"/>	
Name of Financial Institution <input type="text"/>	<input type="checkbox"/> Savings	A/C Number <input type="text"/>	
Signatories on Accounts:			
1 <input type="text"/>	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
2 <input type="text"/>	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
3 <input type="text"/>	<input type="checkbox"/> Checking	<input type="checkbox"/> 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 Statement			
Provide the account number being reported on this Financial Statement.			
Adjusted treasury balance as of September 1 of last year	1		\$
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	\$

**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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
3. What was the group's total account balance as of August 31 of this period? \$ _____			

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*.

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

- **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.

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

