



_____ 4-H Club Annual Budget Worksheet

Our 4-H Club Fiscal Overview:

4-H Club Employer Identification Number (EIN) _____

YES NO Our 4-H Club has a checking account at _____ (Name of Financial Institution)

Minimum checking account balance required to avoid monthly bank fees: \$ _____

YES NO Our 4-H Club has a savings account at _____ (Name of Financial Institution)

Minimum savings account balance required to avoid monthly bank fees: \$ _____

Total 4-H Club Assets:

A. Checking account balance as of _____ (Date) \$ _____

B. Savings account balance as of _____ (Date) \$ _____

C. Other source of funds as of _____ (Date) \$ _____

D. Total 4-H Club assets (add lines A + B + C) \$ _____

How Large Can Our 4-H Club Treasury Balance Be?

Formula for Maximum 4-H Club Treasury Balance

Current year of club expenses (from 4-H Club Annual Financial Statement)
+ One additional year of same expense dollars
Maximum allowable 4-H Club treasury balance

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. Refer to *An Introduction to 4-H Club Finances* fact sheet for additional fundraising guidelines, including community service projects conducted by the club to benefit outside organizations.

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. Don't conduct fundraisers just because your 4-H club has always had one every year.

The 4-H club is not allowed to accumulate excessively large fund balances as defined in the formula above.

YES NO Does our 4-H club treasury exceed the maximum allowable balance?

If you answered "yes" to this question, your 4-H club must submit a *4-H Club Long Term Spending Plan* form to their County Extension Director along with the fiscal review and *Illinois 4-H Club Treasurer's Book* describing their specific goals or purposes that require the growth of their treasury to such large balances along with a timeline to complete the project.



4-H Club Annual Budget Worksheet

4-H Club Program Year: September 1, 20 _____ through August 31, 20 _____

1. **Beginning Checking Account Balance (from 4-H Club Annual Financial Statement) \$ _____**

2. Estimated 4-H Club Income:	Income:	
A. Donations	\$ _____	
B. Fundraisers	\$ _____	
C. Other: _____	\$ _____	
D. Other: _____	\$ _____	
E. Transfer from savings account	\$ _____	
F. Total Estimated Income (add line A - E)		\$ _____

3. Estimated 4-H Club Expenses:	Expenses:	
A. Meeting expenses / speaker fees	\$ _____	
B. Food / refreshments	\$ _____	
C. Project manuals / workshops	\$ _____	
D. 4-H Program fees	\$ _____	
E. 4-H Club trips	\$ _____	
F. Awards / scholarships	\$ _____	
G. Community service activities	\$ _____	
H. Rental fees	\$ _____	
I. "Rainy day" funds for repairs / replacement	\$ _____	
J. Club insurance (optional)	\$ _____	
K. Other: _____	\$ _____	
L. Other: _____	\$ _____	
M. Total Expenses (add lines A - L)		\$ _____

4. **Estimated Ending Balance (Line 1 plus Line 2F minus Line 3M) \$ _____**

Our 4-H Club annual budget was prepared by the following 4-H club officers and adult club leader(s):

_____ (Club officer) _____ (Club officer)

_____ (Club officer) _____ (Club officer)

_____ (Adult leader) _____ (Adult leader)

This budget was presented and approved by the 4-H Club on _____. (Meeting date)