



Annual Financial Verification Report

4-H Clubs must complete this form and submit it to the 4-H Extension Professional **no later than the September 30 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 Club Information

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

County_____

4-H Club Name _____

Does the club have an EIN? YES NO

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 more 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 _____

Balance of groups treasury(cash on hand) \$ _____

Does the club plan on holding a fundraising event in the next year? (An EIN must be obtained before the fundraiser is held) Yes NO

Part 3. Annual Verification for 4-H Clubs with Accounts at a Financial Institution

Clubs with a checking and savings account will complete one financial statement for each type of account. In Part 3, the club will provide the banking information for both accounts. ***In Part 4, the club will list the account number (checking or savings) indicating the account the financial statement form is reporting.*** Only provide a form for the type(s) of accounts the club has open.

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 _____
- 2 _____
- 3 _____

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		
A. Donations		2	*Itemizations of Misc. Income	
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		
A. Meeting		4	*Itemizations of Misc. Expenses	
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)	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	No
2. There is written documentation that all expenses were approved through an approved budget or by a vote of the full membership.	Yes	No
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. Only list consumable items such as food, tape, or paper products if the amount is so significant that the items will last more than a year.

If the 4-H group has no property, verify by signing here: _____

If the 4-H group has new property, list below and on additional sheets if necessary, all existing group property. List consumable items (such as food, tape, or paper plates) only if the amount is so significant that the items will last more than a year. If the group disbands, all non-consumable (not eaten or worn) 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

Signature of person who prepared this report	Phone	Date
Signature of person who reviewed this report	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

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