



4-H ANNUAL FINANCIAL STATEMENT
4-H Clubs and 4-H Committees

COMPLETE BOTH SIDES

All 4-H clubs and 4-H committees must complete this form even if you have no income and/or are not planning to have a group for the upcoming 4-H year. Contact County 4-H Staff at the Extension Office if your group is disbanding this year. (Report income/expenses from July 1 to June 30)

DUE: September 15th

Date: _____ Return to: OSU Extension Office, _____ County
Address _____
City _____, OR, Zip _____

4-H Club or Committee Name _____

Contact Name _____ Daytime Phone _____

Mailing Address _____
Street _____ City _____ State _____ Zip _____

Beginning account balance as of July 1, _____ \$ _____ (A)
(Amount should be the ending balance from your previous year's report)

Income and Expenses from July 1, _____ to June 30, _____

<u>Income</u>		<u>Expenses</u>	
Registration, Entry & Project Fees paid to the group and deposited in group's account/treasury.	\$ _____	Member benefits paid from the account/treasury (i.e. project & entry fees, club activities, field trips, etc.)	\$ _____
Monetary donations	\$ _____	Supplies & Equipment	\$ _____
Fundraising activities	\$ _____	Fundraising expenses	\$ _____
Interest from bank accounts	\$ _____	Postage	\$ _____
Club dues	\$ _____	Printing	\$ _____
Grants	\$ _____	Insurance	\$ _____
Club dues	\$ _____	Bank fees	\$ _____
Other (Specify) _____	\$ _____	Scholarships	\$ _____
_____	\$ _____	Equipment purchased _____	\$ _____
_____	\$ _____	Other (Specify) _____	\$ _____
Total Income (B)	\$ _____	Total Expenses (C)	\$ _____

Ending account balance on June 30, _____ \$ _____ (D) *Note: (A) + (B) - (C) = (D)* Please check math!

Must match June 30th bank statement

We, the undersigned, do hereby swear that the information contained herein is true and correct to the best of our knowledge.

Signed _____ Date _____
(Treasurer or Secretary)

Signed _____ Date _____
(Club Leader or Committee Chair)





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4-H Account Activity Record

All clubs and committees should be using the County 4-H Association Tax ID Number. The financial institution MUST be provided the Federal EIN (tax ID) number to be used for the account.

Does your group have:

NO FUNDS

Checking Account Bank Name _____ Acct No. _____

Savings Account Bank Name _____ Acct No. _____

The group's bank account is with:

Bank Name _____ Acct Number _____

Address, City, State, Zip _____ Phone _____

The authorized signer(s) on the account include:

Name

Phone

Name

Phone

Is your account using the County 4-H Association tax ID number? Yes No

Do you conduct a yearly review? Yes No

Have you ever conducted an account audit? Yes No

Does your group own materials, equipment, property or other assets that have been purchased with funds you raised in the name of 4-H? (i.e. fair decorations, show equipment, parade tack, etc.)
 Yes No

If "yes" please fill out the "4-H Clubs and Committees Materials and Equipment Inventory" form.

We, the undersigned, do hereby swear that the information contained herein is true and correct to the best of our knowledge.

Review - A review provides limited assurance on an organization's financial statements. During a review, inquiries and analytical procedures present a reasonable basis for expressing limited assurance that no material modifications to the financial statements are necessary; they are in conformity with generally accepted accounting principles. This "does it make sense" analysis is useful when the organization needs some assurance about their financial statements, but not the higher level of assurance provided by an audit.

Audit - An audit provides the highest level of assurance on an organization's financial statements. An audit provides assurance that an organization's financial statements are free of material misstatement and are based on the application of generally accepted accounting principles.

Signature: (club leader)

Date

Signature: (club treasurer)

Date

Return by September 15 to the OSU Extension Office

Developed by J. Williams & W. Hein, Adapted by J. Baggott & M. Lesmeister, June 2016

Reviewed 10/2022

