

COMPLETE BOTH SIDES

4-H Annual Financial Statement

All 4-H Advisories, Committees and Clubs 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: August 15, 2023

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, 2023 \$ _____ (A)
 (Amount should be the ending balance from your previous year's report)

Income and Expenses from July 1, 2022 to June 30, 2023

<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, 2018 \$ _____ (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 /Advisory Chair)



4-H Account Activity Record

All clubs should be using the County 4-H Association Tax ID Number. The financial institution **MUST** call the County Extension office for the Federal EIN (tax ID) number to be used for the club's 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 review? 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 August 15 to the OSU Extension Office

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

