Oregon State University Extension Service

4-H Annual Financial Statement

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, _____

Income		Expenses	
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_____ Signed_____Date _____
(Treasurer or Secretary) (Club Leader or Committee Chair)

Oregon State University Extension Service

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.

_____ **Date** _____
Signature: (club leader)

_____ **Date** _____
Signature: (club treasurer)

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