

Annual Financial Summary Report

(Please complete even with \$0 balance or no treasury.)

Name of 4-H club:

Name of bank:

For the 4-H year beginning Oct. 1, _____ and ending September 30,

1. Balance at beginning of year

INCOME (by event or activity—see no. 3 on next page for large donations)

2.

3.

4.

5.

6.

7. Total income for year (add lines 2 through 6)

8. Adjusted balance (add line 1 and line 7)

EXPENDITURES (by event or activity)

9.

10.

11.

12.

13.

14.

15. Total expenditures for year (add lines 9 through 14)

16. Balance at end of year (subtract line 15 from line 8)

If line 16 doesn't agree with bank statement, complete lines 17, 18 and 19.

17. Add checks that haven't cleared the bank.

18. Subtract deposits that haven't cleared the bank.

19. Adjusted balance (should agree with bank statement)

Prepared by (treasurer):

Date:

Organizational (main) leader:

Date:

Extension educator:

Date:

Completing the Annual Summary Financial Report

1. The Annual Summary Financial Report provides an overview of your club's financial activities for the 4-H year (October 1 to September 30). At the top of the form, fill in your club name, your bank's name and the dates covered by the report.
2. Line 1, The **Balance at Beginning of Year**, is the amount on hand on the first day of the new 4-H year, or October 1.
3. Lines 2 through 6 are where you would report your club's **Income** for the year. Each line should report all the income from a particular activity or event. These should include gifts, donations, sales of goods, fundraisers, dues and/or fees, and other income, i.e., grants. Items can be reported all together or separately, such as candy sales and car washes can be combined for fundraisers. For donations over \$5,000, indicate amount and name and mailing address of the individual or business.
4. Line 7, **Total Income for Year**, is lines 2 through 6 added together.
5. Line 8, **Adjusted Balance**, is your beginning balance (line 1) added to your total income for the year (line 7). This line shows how much money your club had to work with during the year.
6. Lines 9 through 14 are your club's **Expenditures** for the year, again grouped by a particular activity or event, i.e., scholarships, educational materials, activity costs/fees.
7. Line 15, **Total Expenditures for Year**, is lines 9 through 14 added together. This line will show how much money your club spent during the year.
8. Line 16, **Balance at End of Year**, is your total expenditures (line 15) subtracted from your adjusted balance (line 8). This line will show how much money your club has to start the new 4-H year.
9. Compare line 16 with your bank statement. They should be the same. If they are not the same it is probably because some checks and/or deposits have not yet cleared the bank. Use line 17 to add the total of all your checks that have not cleared the bank yet to your balance (line 16). Next, use line 18 to subtract the total of all your deposits that have not cleared the bank from your balance (right hand column in line 17). Write your new balance on line 19. The balance should now be the same as your bank statement. If it still doesn't add up, you need to go back and check all your income and expenditure amounts.
10. Finally, sign and date the report where it is indicated for the treasurer's signature. Also, have your adult leader sign the report and submit a copy to your club and a copy to your District Extension office, and keep a copy for your records.