

## 4-H Club/Unit Financial Checklist

- \_\_\_\_\_ Checking/savings accounts do not have personal Social Security numbers on them.
- \_\_\_\_\_ A unique Employer Identification Number (EIN) has been obtained for the group. **A copy of the EIN notification from the IRS is provided to the Extension Office.**
- \_\_\_\_\_ Checking account is a duplicate check system.
- \_\_\_\_\_ Checking account has two signatures (of unrelated persons). **Each check has two signatures.**
- \_\_\_\_\_ A list of receipts and expenses is maintained.
- \_\_\_\_\_ Original receipts for purchases are kept.
- \_\_\_\_\_ A treasurer's report is given at all club meetings.
- \_\_\_\_\_ Official receipts are provided for all donations.
- \_\_\_\_\_ The Annual 4-H Club/Unit Financial Report is completed and submitted to the Extension Office.
- \_\_\_\_\_ The appropriate Form 990 Series return is filed with the IRS annually, **typically by May 15. (Rebecca files these)**

4-H Club/Unit Name \_\_\_\_\_

4-H Club/Unit Leader \_\_\_\_\_

## **4-H Unit Activity Report Form**

Use this form to report all activities conducted by the 4-H Unit over the course of a fiscal year.

**Name of Unit:** \_\_\_\_\_

**Fiscal Year Covered:** Month \_\_\_\_ Year \_\_\_\_, to Month \_\_\_\_ Year \_\_\_\_

### **Activities Completed**

<b>Date</b>	<b>Name of Activity</b>	<b>Attendance</b>	<b>Summary of Purpose and/or Accomplishments</b>

## Annual 4-H Unit/Club Financial Report

Year: \_\_\_\_\_

Name of 4-H Unit/Club \_\_\_\_\_ 4-H Unit/Club EIN: \_\_\_\_\_

Name(s) of Adult 4-H Unit/Club Leader(s) \_\_\_\_\_

Name of 4-H Unit/Club Treasurer \_\_\_\_\_

Name of 4-H Unit/Club Bank Account \_\_\_\_\_

Name of Bank or Financial Institution: \_\_\_\_\_

Account # \_\_\_\_\_ Checking \_\_\_\_ or Savings \_\_\_\_ (Check one)

Account # \_\_\_\_\_ Checking \_\_\_\_ or Savings \_\_\_\_ (Check one)

Name(s) authorized to conduct 4-H Unit/Club business on account \_\_\_\_\_

Procedures for Adult 4-H Unit/Club Leader and Treasurer to follow:

1. Work together to prepare your 4-H Unit/Club's Financial Report.
2. Check to see that all of the unit's/club's bills for the year have been paid.
3. Be sure all checks that were written have been cashed. If some are still outstanding, contact the individual/business to whom they were written to ask them to cash the checks so your financial report can be prepared.
4. After this report has been completed, send it to the \_\_\_\_\_ County 4-H Council,  
(Extension Office Address)  
or bring it to the Extension Office by \_\_\_\_\_ - should cover a 12  
(Date Determined by county)  
month period).
5. If your unit/club is being audited this year, follow the additional procedures provided.

### Checking Account

Starting Balance of (Date: _____) (amount of money the unit/club had at the beginning of the year)	\$ _____
Total income your unit/club received this year (from dues, fund raising activities, donations, etc.)	\$ _____
Total expenses your unit/club had this year (bills, donations, special activities, etc.)	\$ _____
Ending Balance (Date: _____)	\$ _____

### Savings Account

Starting Balance of (Date: _____) (amount of money the unit/club had at the beginning of the year)	\$ _____
Total income your unit/club received this year (from dues, fund raising activities, donations, etc.)	\$ _____
Total expenses your unit/club had this year (bills, donations, special activities, etc.)	\$ _____
Ending Balance (Date: _____)	\$ _____

***We have worked together and certify that this financial report for our 4-H Unit/Club is accurate.***

Unit/Club Treasurer Signature \_\_\_\_\_ Date \_\_\_\_\_

Adult 4-H Unit/Club Leader Signature \_\_\_\_\_ Date \_\_\_\_\_

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Please check if this statement applies to your 4-H Unit/Club, sign it, & return it to the above address.

\_\_\_\_\_ Our unit/club has no active treasury at this time; therefore, we have nothing to report.

Unit/Club Treasurer or Adult 4-H Unit/Club Leader Signature \_\_\_\_\_