

**Annual Financial Account & Activity Statement of
Clubs or Organizations Authorized to Use the 4-H Name and Emblem**

DUE IN 4-H OFFICE BY _____
(Due 30 days after the end of the 4-H year)

Reporting Date: From ___/___/___ To ___/___/___

Club Name: _____

Community/Unit Leader Name: _____

Funds on deposit at: _____ Kind of account: ___checking ___
savings

Account name: _____ Account no. _____

Who has the check book? _____ Employer identification no. _____

Signatures on account: _____ Title: _____
_____ Title: _____
_____ Title: _____

I certify that this is a true accounting of the financial activity of our club for the past year.

Signature of Treasurer _____ Date _____

Signature of Community/Unit Leader _____ Date _____

The groups treasury must be audited annually by a 3-5 member committee appointed by the President, or someone not directly associated with the Treasurer. The audit committee examines and verifies the group's financial transactions for the year and verifies that the financial summary submitted to the Cooperative Extension office is accurate and complete.

When and how are financial books audited/reviewed? _____

Audit committee chairperson: _____

Audit committee members: _____

✓ Check here, if the statement below can not be signed due to inadequate records/information. You will be contacted by the Cooperative Extension Agent for further information and follow-up.

As chairperson for the audit committee I certify that we have examined the financial transactions for the _____ 4-H Club and find that this is a true accounting of the club for the past year.

Signature of Audit Committee Chairperson: _____ Date: _____

**OVER
BALANCE SHEET cont.
Please Include a Copy of All Twelve (12) Months of Bank Statements**

Balance forward from previous year ___/___/___ : \$ _____

1. Income Source(s) and amount (donations, car washes, bake sales, etc.)

1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
6.	_____	\$ _____
7.	_____	\$ _____
8.	_____	\$ _____
9.	_____	\$ _____
10.	_____	\$ _____

Total Income: \$ _____

2. Expenditures and amount (state purpose)

1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
6.	_____	\$ _____
7.	_____	\$ _____
8.	_____	\$ _____
9.	_____	\$ _____
10.	_____	\$ _____
11.	_____	\$ _____
12.	_____	\$ _____
13.	_____	\$ _____
14.	_____	\$ _____
15.	_____	\$ _____

Total Expenses: \$ _____

Ending Balance in Account ___/___/___ (Balance Forward + Income - Expenses) \$ _____

Please write a short summary of your 4-H activities for the year.

What was your most successful activity/program?

What was your biggest challenge this year?

Number of Meetings Held This Year: _____

Please Complete and Return this form by _____ to:

Thank You for Your Cooperation!!

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, James A. Christenson, Director, Cooperative Extension, College of Agriculture & Life Sciences, The University of Arizona.

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