



UW-MADISON EXTENSION

Wisconsin 4-H

# WISCONSIN 4-H CLUBS & GROUPS ANNUAL FINANCIAL REPORT

March 2022

## Annual Financial Report Due Date: September 1<sup>st</sup>

To be authorized to have a checking and/or savings account, 4-H Clubs and Groups must annually complete and submit the following documents to your 4-H Program Educator by September 1:

1. Wisconsin 4-H Clubs & Groups Annual Financial Report
2. [4-H Club or 4-H Group Audit Checklist](#) (completed by reviewer/auditor listed on p. 3)
3. Copy of the checkbook and/or savings registry covering July 1 – June 30 of the previous fiscal year
4. Copy of the bank statement ending June 30 or July 1 for each account. Any differences between the bank statement(s) and the ending balance reported must be reconciled and the reconciliation must be uploaded with the Annual Financial Report.
5. Current inventory of land, buildings, property or project equipment with individual values of \$2,000 or more
6. Monthly Treasurer’s Reports for 4-H Clubs or Groups with annual income greater or equal to \$20,000

**Failure to submit a completed Wisconsin 4-H Clubs & Groups Annual Financial Report and support documents by the due date could result in loss of tax exempt status and forfeiture of all financial assets.**

County: \_\_\_\_\_ Today’s date (mm/dd/yy): \_\_\_\_\_

Name of 4-H Club or Group: \_\_\_\_\_

4-H Club

4-H Group

EIN (Employer Identification Number, also known as the Federal Tax ID Number) \_\_\_\_\_

*All 4-H Clubs and Groups that handle money must have an Employer Identification Number (EIN)*

Wisconsin or Tribal Sales Tax Exempt Number (if the 4-H Club or Group has one) \_\_\_\_\_

Name of Primary 4-H Club/Group Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

## 4-H Club and Group Financial Requirements

By signing below, your club or group indicates it is in compliance with all of the 4-H financial requirements as outlined in [Wisconsin 4-H Club and Group Policies](#). If your club or group is not in compliance with any of the requirements, a plan for being in compliance will need to be submitted to your 4-H Program Educator.

\_\_\_\_\_  
Print 4-H Adult Volunteer Leader Name

\_\_\_\_\_  
4-H Adult Volunteer Leader Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Youth Leader Name

\_\_\_\_\_  
4-H Youth Leader Signature

\_\_\_\_\_  
Date

## Annual Accounting Form (DO NOT LEAVE ANY BOXES BLANK – Enter zero or the dollar amount)

Federal regulations governing 4-H clubs and groups require funds raised in the name of 4-H must be publicly accountable and used for 4-H educational purposes. In addition, all 4-H clubs and groups that handle money must annually submit a report which includes a record of their finances and verification of a financial audit.

Complete the following information based on your checking or savings account register from the previous 4-H fiscal year, July 1 through June 30. For your report to be complete and accepted the ending balance (D) must be equal to the total funds listed under (A) Beginning Balance plus (B) Total Income minus (C) Total Expenses  $A+B-C=D$

	Beginning Balance (July 1)	Ending Balance (June 30)
Checking Account	\$	\$
Savings Account (combine all savings, money market, CD's, etc.)	\$	\$
<b>Total Funds</b>	<b>(A) \$</b>	<b>(D) \$</b>

4-H Clubs and Groups must use the categories as listed below as identified. Suggested additional categories for Expenses include: Dues Paid to County, Educational Supplies, etc.

Income (Funds Received)		Expenses (Funds Disbursed)	
Fundraising (do not subtract expenses)	\$	Fundraising Expenses	\$
Member Dues	\$	Educational Expenses/Supplies	\$
Donations Received <sup>1</sup>	\$	Community Service Expenses	\$
Investment Income <sup>2</sup>	\$	Recreation, etc.	\$
Participation Fees <sup>3</sup>	\$	(list category)	\$
Other/ Pass Through Funds <sup>4</sup>	\$	Other/ Pass Through Funds	\$
<b>Total Income</b>	<b>(B) \$</b>	<b>Total Expenses</b>	<b>(C) \$</b>

AUTO-CALCULATE:  $(A)+(B)-(C)=$

**DOUBLE CHECK: Does this match (D) above?**

Did the 4-H Club or Group receive more than 1/3 of its income from investments?  Yes  No

Did the 4-H Club or Group receive at least 1/3 of its income from some combination of donations, membership dues, and fundraisers?  Yes  No

Did the 4-H Club or Group generate \$1,000 or more of unrelated business income? Unrelated business income is income that is not substantially related to the educational purpose of the 4-H Club or Group.  Yes  No

<sup>1</sup> Occasionally, the 4-H Program Educator may need to access a record of individual donations during the last fiscal year. In that instance, the 4-H Program Educator will contact the 4-H Club or Group leader.

<sup>2</sup> Investment income includes interest earned in a bank account or trust fund, or income from land or other property.

<sup>3</sup> Income from fees charged directly to participants for the ability to participate in programs, activities, or other services such as a club/group project meetings, field trip, t-shirts, etc. Participation fees do not include membership dues.

<sup>4</sup> Other/Pass Through Funds includes fees collected for educational programs carried out by other groups. This money is collected from the member/family and then paid directly to the other group/organization.

# Accounts Information

## Checking Account Information

Account Name (as it appears on the bank statement) \_\_\_\_\_

Bank Name and Address \_\_\_\_\_ Account Number \_\_\_\_\_

## Other Account Information, i.e. savings, CDs (add pages to this document if needed)

Account Name (as it appears on the bank statement) \_\_\_\_\_

Bank Name and Address \_\_\_\_\_ Account Number \_\_\_\_\_

**Account Authorization:** Please print the names of people authorized on any club/group accounts. It is required that each account have at least two unrelated people authorized on all accounts. One youth and one adult are recommended. Only 4-H members and 4-H volunteers can be authorized on accounts.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

## Does the 4-H Club or Group have:

Financial assets in excess of two years of expenses or \$2,000, whichever is greater?  Yes  No

Own land or buildings?  Yes  No

Own other property or project equipment with individual values of over \$2,000  Yes  No

*Please attach an inventory checklist of any land, buildings, property or project equipment with a value of over \$2,000; indicating value and where stored.*

## Financial Report Completed By:

_____ <i>Print 4-H Club or Group Treasurer Name</i>	_____ <i>4-H Club or Group Treasurer Signature</i>	_____ <i>Date</i>
_____ <i>Print 4-H Adult Volunteer Leader Name (if treasurer is under age 18)</i>	_____ <i>4-H Adult Volunteer Leader Signature (if treasurer is under age 18)</i>	_____ <i>Date</i>

**Financial Audit:** All 4-H Chartered Clubs and Groups must have an annual financial audit and verify all the financial accounts and activities and this Annual Financial Report. **The financial audit of a 4-H Club or Group's financial records must be conducted by two persons. The treasurer, any persons authorized on the 4-H accounts, or anyone related to them cannot conduct the audit.**

***"By signing below, I attest that I have reviewed the pertinent records relating to the above financial accounts, verified the information and believe that the balances shown are correct and I attest that I am not related to the individual on the account(s) I have reviewed."***

_____ <i>Print Reviewer/Auditor Name</i>	_____ <i>Signature of Reviewer/Auditor</i>	_____ <i>Date</i>
_____ <i>Print Reviewer/Auditor Name</i>	_____ <i>Signature of Reviewer/Auditor</i>	_____ <i>Date</i>