



Annual Financial Verification Report

4-H Clubs must complete this form and submit it to the 4-H Extension Professional no later than the county's designated deadline.

4-H Clubs **with an EIN** - Treasurers & Volunteer Leaders will complete the entire form (Parts 1-6). Clubs with more than one bank account type will complete additional forms with parts 1, 4, 5 & 6 for each account.

4-H Clubs **without an EIN** - Volunteer Leaders must complete Parts 1, 2, & 3.

Part 1. 4-H Club Information

For the period September 1, 20____ to August 31, 20____ County_____

4-H Club Name _____ EIN Information YES NO

Part 2. Annual Verification for 4-H Clubs

By signing below, the 4-H Club Volunteer verifies the accuracy of the cash-on-hand balance reported on Line 2. 4-H clubs may maintain no more than \$100.00 in cash-on-hand for a period of up to 30 days. If the 4-H club chooses to open an account at a financial institution in the future, the club must first notify the County 4-H Extension staff to obtain an Employer Identification Number (EIN). **Clubs that do not have an EIN are not required to sign Part 6.**

Signed by the following authorized club representative_____

Balance of club's cash-on-hand \$_____

Does the club plan on holding a fundraising event in the next year? YES NO

Part 3. Inventory of 4-H Club Property

"4-H club property" is all items purchased with 4-H club funds and all items donated to the 4-H club. **DO NOT list consumable items** such as food, tape, pens, or paper products **UNLESS** the quantity is so significant that the items will last more than a year.

If the 4-H club has no property, verify by signing here:

List only those items purchased or donated during the reporting period. Record the name of the donor or business for all gifted items. A complete inventory list is required in the treasurer book. Each donation must be acknowledged in writing, with a copy retained in the treasurer's records. If the club disbands, all non-consumable property must be returned to the County Extension Office within 30 days, along with the required Dissolution Clause documents.

Inventory Date	Quantity	Item Description	Item Value (purchase/ donation)	Storage Location	Donor/Business Name (donations or gifts)

Clubs that purchased or accepted donations of more than six items during the reporting period can submit their treasury book inventory worksheet.

Part 4. 4-H Clubs Banking Information

Clubs with multiple accounts **must** complete a separate Annual Financial Verification Report for each account. Report the clubs cash-on-hand in Part 2. In Part 4 list banking information for all accounts. *In Part 5 specify the account number being reported on the first line. Repeat Parts 1, 4, 5, and 6 for each additional account report. Do not combine multiple accounts into a single report.*

4-H Club EIN _____	Type of Account	
Name of Financial Institution _____	Checking	A/C Number _____
Name of Financial Institution _____	Savings	A/C Number _____
Name of Financial Institution _____	_____	A/C Number _____
Signatories' Signatures	Checking Savings Other	
1 _____		
2 _____		
3 _____		

Two signatures are required on the signatory card and on written checks.

Part 5. Financial Statement

Provide the account number being reported on this financial verification report.

1. Adjusted treasury balance as of September 1 of last year		1		\$
2. Income		2	*Itemizations of Miscellaneous Income	
Income Amount				
2A. Donations				
2B. Fundraisers				
2C. Other/Miscellaneous (List in itemizations*)				
2D. Program Fees				
3. Total income for the period (add lines 2A - 2D)		3	plus	\$
4. Expenses		4	*Itemizations of Miscellaneous Expenses	
Expense Amount				
4A. Meeting				
4B. Food/refreshments				
4C. Project manuals/workshops				
4D. 4-H Program Fees				
4E. Trips				
4F. Awards/Scholarships				
4G. Community service activities				
4H. Rental Fees**				
4I. Other/Miscellaneous (List in itemizations*)				
5. Total expenses for the period (add lines 4A.- 4I.)		5	minus	\$
**The Extension Business Office will sign any required contracts or agreements on behalf of the 4-H club.				
6. Account balance at end of the period August 31. (add line 1 plus (+) line 3 minus (-) line 5)		6	equals	\$
7. Total Outstanding Deposits (subtract deposit amounts that have not appeared on the statement.)		7	minus	
8. Total outstanding checks/withdrawals (add total of checks not on the bank statement.)		8	plus	
9. Adjusted balance (should agree with the August 31 account statement.)		9	equals	\$
Please respond to the following:				
1. The account statement was reconciled each month.	Yes	No		
2. The 4-H Club minutes reflect that expenses were approved by a vote of the membership either as individual line items or as a club budget.	Yes	No		

Part 6. Signatures, Review and Approval

Signature of Club Treasurer	Phone	Date
Signature of Volunteer Leader	Phone	Date
Signature of Review Committee Member (1)	Phone	Date
Signature of Review Committee Member (2)	Phone	Date
Signature of Review Committee Member (3)	Phone	Date

All signatures must be hand written (wet) signatures.