

4-H COUNTY PROJECT ANNUAL FINANCIAL REPORT

Submit to the UW-Extension Office by November 1st



Project Name _____ EIN (Federal ID #) _____

All 4-H Clubs/units are required to submit a financial record and audit report to the County UW—Extension Office once each year. Federal regulations governing the use of the 4-H name and emblem require annual financial reporting/accountability of all organized 4-H units. Funds raised in the name of 4-H must be publicly accountable, and must be used for 4-H purposes. Failure to annually submit the financial report could result in loss of approval to use the 4-H name and emblem.

Please complete the following information based on the time period October 1 – September 30. Year _____
 Attach a copy of the most recent bank statement for each account.

Beginning Balance

Checking \$ _____
 Savings (combine all types - savings, money market, CD's) \$ _____

Funds Received

Fund Raising/Donations \$ _____
 Dues/Sponsorships \$ _____
 Other \$ _____
 Total Funds Received \$ _____

Funds Disbursed

Project Supplies & Equipment \$ _____
 Other Educational Expenses \$ _____
 Expenses for Fund Raising \$ _____
 Other \$ _____
 Total Funds Disbursed \$ _____

Ending Balance

Checking \$ _____
 Savings (combine all types - savings, money market, CD's) \$ _____

CHECKING ACCOUNT INFORMATION

Account Name (exactly as it appears on the bank statement) _____

Bank Name _____ Account # _____

SAVINGS ACCOUNT INFORMATION

Account Name (as it appears on the bank statement) _____

Bank Name _____ Account # _____

(Include the same information regarding additional accounts on the reverse side.)

AUTHORIZATION – Names of people authorized on any accounts. It is strongly recommended that each account have two or more, unrelated people authorized on all accounts.

COMPLETE REVERSE SIDE

FINANCIAL REPORT

Completed by: _____
Signature Title

This financial report must be audited by an adult unrelated to the person who completed the report. The auditor must review and verify all accounts.

"I have reviewed the pertinent records relating to the above financial accounts, verified the information and believe that the balances shown are correct."

Audited by: _____
Signature Title

ADDITIONAL ACCOUNT INFORMATION (if applicable)

Account Name (exactly as it appears on the bank statement) _____

Bank Name _____ Account # _____

The Sauk County 4-H Sr. Leader's Executive Board approved this form on June 14, 2005.

An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements.)

