



ANNUAL 4-H CLUB SUMMARY



Local 4-H Clubs are non-profit organizations whose financial records must be available upon request. The Club Organizational Leader in cooperation with the Club Treasurer should complete this form at the end of each 4-H year - October 1 to September 30. Please complete this form and return to your respective county 4-H office by **October 15**.

Club Name _____ Town _____

Organizational Leader _____ Phone _____

Assistant/Co-Leader(s) _____

Number of members _____ Male _____ Female _____ Non-Binary _____ Other _____

Number of meetings held: Regular _____ Special/Project _____ Outings _____

Club is affiliated with the Connecticut 4-H Foundation _____ Yes _____ No

EIN (Employer ID Number) used to open up club bank account _____

Club will be continuing into next 4-H year. Yes _____ No _____ (If not, why?)

Community Service: What project(s) did your club complete this year?

Number of youth participants _____ Total number of hours _____

How many youth served in a leadership role in your club? _____

Please estimate the number of hours you, your assistant/co-leaders or parents contributed to 4-H this past year in any capacity (club work, county committees, fair, etc.)

Number of people _____ Total number of hours _____

Do club members complete record books? Yes _____ No _____ If yes, how many members? _____

Please indicate how many members are completing record books in the following project areas: (duplicates are allowed)

STEM _____ (examples include animal projects, robotics, gardening, photography/video)

Leadership _____ (examples include public speaking, community service, personal development)

Health _____ (examples include foods and nutrition, fitness, healthy lifestyles)

What was your club's most successful educational program?

What was your club's most important 4-H accomplishment this year?

What did you do this year to promote 4-H? (If you have any news clippings, please attach a copy)

Goals for the upcoming 4-H year.

(Please use separate sheet of paper to complete questions as necessary)

Person(s) completing this report...

Name _____ Email _____

Address _____

Phone: _____

ANNUAL 4-H CLUB FINANCIAL SUMMARY

All amounts need to be exact and are subject to audit

Club _____ Report for 20____ to 20____ year

Does your group charge dues? ____ If so, how much _____

Do you have donations or grants? ____ YES ____ NO If yes, attach list of all grants and individual donations of \$5,000 or more. Please include address and amount given.

Bank Name: _____ Bank Acct. #: _____

Balance at beginning of the year: Checking: \$ _____ Savings: \$ _____ Petty Cash: \$ _____ Paypal: \$ _____

Venmo: \$ _____ Other: \$ _____ please specify type of account

INCOME	AMOUNT
Contributions, grants received	
Program Revenue (e.g. entry fees)	
Club Dues	
Investment Income (e.g. interest)	
Fundraising event income (For event with gross receipts of \$5,000 or more see 4-H educator for separate sheet to be completed.)	
Gross income from sales (e.g. candy, bake sale)	
Other revenue (attach detailed list/amounts)	
TOTAL INCOME	

EXPENSES	AMOUNT
Contributions, donations made (please provide the name, address and amount of any donations made to other organizations.)	
Cost of items sold (e.g. candy, t-shirts)	
Postage, printing, office supplies	
Project supplies	
Club t-shirts	
Refreshments	
Event Registration	
Student Travel	
Insurance	
Other (attach detailed list/amounts)	
TOTAL EXPENSES	

Total Income \$ _____

(minus) Total Expense - \$ _____

Total Profit or Loss \$ _____

Year End Balance Checking: \$ _____ Savings: \$ _____ Petty Cash: \$ _____ Paypal: \$ _____

Venmo: \$ _____ Other: \$ _____ please specify type of account

*Please attach to this report documentation that shows proof of year-end balance for all accounts. This can be a screen shot or copy of bank statement.

Signed _____ Date _____

Organizational Leader

Signed _____ Date _____

Treasurer