



### 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 it 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 club bank account \_\_\_\_\_

The club will be continuing into the 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 youths 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 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?

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

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

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Goals for the upcoming 4-H year.

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Person(s) completing this report...

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

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



## Annual 4-H Club Financial Summary

All amounts must be exact and are subject to audit

Club \_\_\_\_\_ Report for 20\_\_\_\_ to 20\_\_\_\_ year

Does your group charge dues? \_\_\_\_ If so, how much \_\_\_\_\_

Did your club **make** any grants or donations to other organizations or individuals? If YES, please list the amount, name and address of recipient.

YES NO

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Did your club **RECEIVE** any donations or grants totaling \$5,000 or more from any one group or individual? If YES, please list the amount and name and address of the donor.

YES NO

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Names of 4-H Registered Volunteers on all accounts (i.e. PayPal Venmo etc.)

| Account Holder Name | Accounts on (Circle/Check all that apply) |         |       |        |       |
|---------------------|---|---------|-------|--------|-------|
|                     | Checking                                  | Savings | Venmo | PayPal | Other |
|                     | Checking                                  | Savings | Venmo | PayPal | Other |
|                     | Checking                                  | Savings | Venmo | PayPal | Other |
|                     | Checking                                  | Savings | Venmo | PayPal | Other |

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 events 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)  |               |
| <b>TOTAL INCOME</b>   |               |
| <b>EXPENSES</b>   | <b>AMOUNT</b> |
| 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)  |               |
| <b>TOTAL EXPENSES</b>   |               |

Total Income      \$ \_\_\_\_\_

Total Expense      \$ \_\_\_\_\_

Total Profit / 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 screenshot or copy of a bank statement.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Organizational Leader

Signed \_\_\_\_\_ Date \_\_\_\_\_

Treasurer