



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?

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.

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

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

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)	
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 \$_____

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