



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? *Enter in space below

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