

Manually Preparing the Annual Financial Summary

For those not opting to take advantage of the additional features found within the *Idaho 4-H Electronic Treasurer's Record*, the manual version of the Annual Financial Summary found on the next page provides the guidance needed to complete and submit the required information by November 1. It is essential that each club or affiliate submit their annual financial information utilizing the designated categories, as these details from each of nearly 1,000 different groups across Idaho has to be summarized into one statewide report.

The following provides a list of the various categories available and examples of the different types of items which might fit within that category:

INCOME:

- Awards** (group prizes from fairs, parades, expositions, etc.)
- Donations / Sponsors** (contributions not linked to a fundraising event)
- Dues / Enrollment Fees** (club dues, county/state enrollment fees, insurance, etc.)
- Fundraising / Sales** (spaghetti feed, candle sales, club t-shirts, etc.)
- Interest** (bank interest earned)
- Other Income** (any source not covered above)

EXPENSES:

- Awards / Scholarships** (awards, cards, gifts, club scholarships: KYG, Teen Conf, etc.)
- Bank Fees** (check charges, late fees, etc.)
- Club Activities** (summer picnic, community pride, club food/refreshments, etc)
- Club Supplies** (office supplies, postage, club scrapbook, etc.)
- Donation / Contribution** (funds given -- St. Jude, Cancer Society, etc)
- Enrollment / Insurance** (county/state enrollment payments, leader insurance, etc.)
- Equipment** (purchase or repair of club-owned equipment)
- Fair & Project Supplies** (fair decorations, bow strings, scrapbook supplies, etc.)
- Fundraising / Sales** (all related expenses, inc: advertising, judges, etc.)
- Rental** (fees for meeting space, rental of project-related equipment, etc.)
- Other Expenses** (any expenses not covered above)

Please be certain to fill in all the requested information; enter a zero "0" in any box, if not applicable. After finishing, ensure that your club/group has scheduled time in early October to completed the Annual Club Financial Audit (*see page 3 & 4 below*) . Once the audit is completed, make sure copies of the **Annual Financial Summary**, the **Audit Committee Certification Form** and **Last month's bank statement** is given to your Organizational or group leader so they can submit these materials to the local Extension office by November 1.

In addition to providing an accurate accounting for all 4-H finances (which are ultimately public funds), details from the Annual Financial Summary can provide valuable information as the club/group prepares their budget for the following year. As treasurer, you perform a vitally important role.

Annual Financial Summary - Manual Completion Option

91631

Name of 4-H Club: _____
Club EIN #: _____
Name of Bank: _____
For 4-H Year Starting October 1, _____ **and ending September 30,** _____

1	Balance at Beginning of Year <i>(enter a value)</i>		
2	INCOME <i>(by grouping, activity, or event)</i>		
3	Awards		
4	Donations / Sponsors		
5	Dues / Enrollment Fees		
6	Fundraising / Sales		
7	Interest		
8	Other Income		
9	Total Income for Year <i>(add lines 3 thru 8)</i>		
10	Adjusted Balance <i>(add line 1 and line 9)</i>		
11	EXPENSES <i>(by grouping, activity or event)</i>		
12	Awards / Scholarships		
13	Bank Fees		
14	Club Activities		
15	Club Supplies		
16	Donations / Contributions		
17	Enrollment Fees / Insurance		
18	Equipment		
19	Fair / Project Supplies		
20	Fundraising / Sales		
21	Rental		
22	Other Expenses		
23	Total Expenses for Year <i>(add lines 12 thru 22)</i>		
24	Balance at end of Year <i>(subtract line 23 from line 10)</i>		
<i>If line 24 doesn't agree with your bank statement, complete lines 25-27</i>			
25	Add total of checks that haven't cleared the bank		
26	Subtract total of deposits that haven't cleared the bank		
27	Adjusted Balance <i>(line 24 + line 25 - line 26)</i> <i>{Should agree with ending bank statement}</i>		

Prepared by (Treasurer) _____
 Organizational Leader _____
 Extension Educator _____

Date: _____
 Date: _____
 Date: _____

4-H Program Annual Financial Audit Committee Certification

(Effective: October 1, 2012)

Any 4-H club/group that receives or spends club funds, regardless of the amount, must complete this form along with their Annual Financial Summary. **Submit both of these documents (plus your most recent bank statement, if applicable) to your local Extension Office by November 1st.**

County (name): _____

Name of Club or Group: _____

Actual date audit was conducted: _____

We have carefully audited the available financial records and accounts for this club/group on the date noted above and certify this report to be correct to the best of our knowledge. {Provide any comments or recommendations in the space provided below.}

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Comments / Recommendations:

Remember: submit this form and the club's Annual Financial Summary by November 1st

{The checklist on the following page may help in completing the Audit process}

