



Tips on Completing the Annual Financial Report

(Updated August 2012)

The beginning balance for the fiscal year is ledger balance as of July 1st. (This balance should match your ending balance reported on the prior year's charter.) The ending balance is your ledger balance as of June 30th. (This balance should be reconciled with the bank statement you turn in with your charter document for the time period ending June 30th.)

Funds Received Categories: It's important to place funds received in one of the categories below. The other category should not be used to lump all funds that you are unsure of where they belong. If you have questions, please call your County 4-H Youth Development Educator.

- **Fund Raising** – Money received from a group or person for a product or service that the club provided to that person or group unrelated to the mission of the group. The funds received are used for a separate purpose designated by the club or group. Some examples include funds club receives for working in the fair Dairy Stand and Raffle Booth, funds club receives for participating in a store fundraiser, the money the club receives for putting up a County Fair promotion sign, bake sales, selling candy bars, car wash, or silent auctions. (Note -- Expenses for these same items the club incurs would be listed under fundraising expenses.)
- **Member Dues** – Money collected from individuals for membership in the group and gives the individual a right to vote. Dues are for the benefit of the member. The income can be used for member participation in educational and recreational programs as well as covering any assessments for literature/project materials, accident insurance for members. Members vote on the amount of dues and how all 4-H club or group funds are used.
- **Donations** – This includes funds received for a specific purpose or experience related to the mission of the group; the donor is not directly related or connected to the benefits provided by the money. This includes grants, donations and bequests from any source without the expectation of a specific or named individual receiving some type of benefit. Premiums that the club or group receives would be recorded in this line item. Some examples include Fair premiums for booths, scrapbooks or banner; National 4-H Week display awards.
- **Investment Income** – This category includes any interest earned from a bank account, endowment funds, trust fund or any other investment. Interest earned that is allowed to roll over into the principle on an investment must be reported in this line. Interest is recorded in the year it is earned.
- **Income from Youth Development Services** – Money collected from individuals participating in a youth development experience. There is a connection between the person giving the money (such as a parent, guardian or relative) and the recipient of the experiences. Helpful hint: This category is a safety net for unknown items. Examples include registration fees for field trips, project learning days, 4-H camps, project expenses or club program expenses. If the total expense of the program, activity or event is covered by dues, the income should be included in the member dues category instead of this one.

If t-shirts are being sold only to program participants or included in the program fee, then the income and disbursement should be documented under Youth Development Services. If t-shirts are being sold to any individual as a fundraiser, they must be accounted for under Fundraising for both Funds received and Funds disbursed.

- **Other/Pass Through Money** (can be placed on blank line on report) – This could be used if a 4-H family pays a program fee where that fee is then paid out by the Leaders Organization. In essence the money is just passing through. The total of the money coming into the 4-H club/group must equal the check written to the organization planning and conducting the activity, event or experience.

However, if the 4-H club or group covers any of the expenses for member participation, then fees collected and disbursed would be documents as Income for Youth Development Services. For example, if a member pays 50% of the cost and the club pays the remaining cost, this income and disbursement would be recorded in Income for Youth Development Services.

Funds Disbursed Categories: You must have a Fund Raising Expenses category. Other categories can be tailored to fit your need but needs to have sufficient detail so person reading the report can determine that funds were used appropriately.

- **Fund Raising Expenses** –Any expenditures incurred related to club/group fundraisers would be recorded here. Clubs may find it helpful to create subcategories for each fundraiser they hold to track separate fundraiser expenditures. However, they should total all fundraising expenses for final reporting submit.
- **Educational Expenses** –This category includes educational supplies, registrations, fees or other expenditures for educational programs at club meetings and events/activities that club members participate in beyond the club level. Volunteers may find it helpful to have this category divided into specific events to assist them in budget planning and planning specific events.
- **Dues Paid to County Leaders Organization** – Currently the only expenditure that should be included in this category is the amount the club pays to the Leaders’ Association for their portion of the accident insurance.
- **Community Service Expenses** – Any expenditure related to the club/group community service efforts should be included in this category.
- **Recreation Expenses** – Any expenditure related to club/group recreation. For example, if you club/group does a sledding, skiing, bowling outing, the expenses for this would be included here.
- **Other/Pass Through Funds** – The total amount of money paid to the organization or group that is planning and conducting an educational event or experience equal to the money that is collected from the member.

In most cases the categories listed above will suffice for expenditure categories but a club/group can use more specific categories if this would assist them in budget planning for the club year. Some examples include:

- Volunteer Recognition
- Achievement Night