

Annual Financial Summary Report

Directions: Complete each section of this report whether or not the group had a treasury, collected or spent funds, accepted donations or had property within the report period. **Groups without a treasury, and whose participation fees did not pass through the group,** must still complete the form (with zero [0] balances) and submit it by the county's designated deadline.

Part 1. Group Information

For the period September 1, 20 _____ to August 31, 20 _____ **County** _____

Group name _____ **EIN** _____

Financial account No _____ Yes _____ **Type** Checking _____ Savings _____ CD/Money Market _____ Other _____

Financial Institution Name _____ **Account #** _____

Signatories _____, _____, _____

Part 2. Group Income and Expenses

Adjusted treasury balance as of September 1 of last year (9/1/2019)	A		\$
Taxable sales income (list each separately; attach additional sheet if necessary)			
1. _____			
2. _____			
3. Total from additional sheet			
Taxable sales subtotal (add items 1-3 above)	B		\$
Nontaxable income (list each separately; attach additional sheet if necessary)			
1. 4-H participation fees collected			
2. Group dues collected			
3. Total monetary donations received			
4. _____			
5. Total from additional sheet			
Nontaxable income subtotal (add items 1-5 above)	C		\$
Total income for the period (add B and C)	D	plus	\$
Expenses (list each separately; attach additional sheet if necessary)			
1. 4-H participation fees paid to the MSU Extension office			
2. _____			
3. _____			
4. _____			
5. _____			
6. Total from additional sheet			
Total expenses for the period (add lines 1-6 above)	E	minus	\$
Account balance at end of the period (add A and D; then subtract E)	F	equals	\$
Add checks that have not shown up on statement	G	plus	
Subtract deposits that have not shown on statement	H	minus	
Adjusted balance (should agree with account statement)	I	equals	\$

Please respond to the following:

- The account statement was reconciled each month. Yes _____ No _____
- There is written documentation that all expenses were approved through an approved budget or by a vote of the full membership. Yes _____ No _____
- What was the group's total account balance as of June 30 of this period? \$ _____ (6/30/2020)

Annual Financial Summary Report, continued.

Part 3. State Sales Tax

Complete this section if the group has taxable sales (Part 2, line B).

Total taxable sales (Part 2, line B): \$_____

Divide the amount by 17.67 = \$_____ **This is the amount of sales tax the 4-H group owes.**

Make check or money order payable to "Michigan State University" and **submit the check with this Annual Financial Summary Report** to the MSU Extension office **by the county's deadline.**

Part 4. Verification of No Account at a Financial Institution

A signature in this box verifies that this 4-H group did **not have an account at a financial institution during this report period.** It further verifies that the group had less than \$100 (not including 4-H participation fees) in its treasury for more than 30 days.

If the 4-H group opens an account at a financial institution in the future, the group must notify the county MSU Extension 4-H staff within 10 business days.

Part 5. Inventory of 4-H Group Property

"4-H group property" is defined as all items purchased with 4-H group funds as well as all items donated to the 4-H group.

If the 4-H group has no property, verify by signing here: _____

If the 4-H group has property, list below and on additional sheets if necessary, all existing group property. List consumable items (such as food, tape or paper plates) only if the amount is so significant that the items will last more than a year.

This form section needs to be completed each year. Writing "same as last year" is not acceptable.

If the group disbands, all nonconsumable (not eaten or worn) property must be returned to the MSU Extension office within 10 business days of the group's final date of operation.

Year Purchased or Received	Quantity	Item Description	Value When New	Storage Location	If Discarded Last Year, Explain Why

Part 6. Signatures, Review and Approval

Signature of person who prepared this report

Phone

Date

Signature of person who reviewed and approved this report

Phone

Date

Signature of 4-H staff who approved this report

Date



2020-2021 Annual 4-H Club Authorization Form



Club Name: _____ Location: _____

Contact Person: _____ Phone Number: _____

Main Projects (what you want listed on brochure, think big!): _____

Preferred maximum number of youth in club: _____ Are you accepting new members this year? ☐ Yes ☐ No

If no, why? _____

Purpose of Group: _____

<u>Adult Volunteers (application on file)</u>	<u>*Leader Type</u>	<u>Adult Volunteers (application on file)</u>	<u>*Leader Type</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

***Leader Types & Definitions:**

Administrative Leader – responsible for the club’s overall management, paperwork, etc.

Project Leader –teach project and life skills to members using age-appropriate activities and 4-H curriculum

Cloverbud Leader – teach project and life skills to Cloverbuds (4-H age 5-7) using age-appropriate activities and 4-H curriculum

Activity Leader – carry out a selected activity or activities from planning an event to working with youth

Resource Leader – teaches a specific lesson, provides background information, acts as driver/chaperone

Note: Additional club volunteers can be added at any time. Contact the 4-H Coordinator for more information!

I have read, understand and will share the following information with youth, parents and volunteers in my club.

- A 4-H Club consists of at least 1 registered adult volunteer, 5 youth from 2 or more families, and meets a minimum of 6 times.
- 4-H clubs must get written approval from 4-H Staff before holding a fundraiser or asking/soliciting for or receiving donations of money or other items.
- All flyers or promotional items must be approved by the 4-H Staff before being distributed.
- If a club is making a group purchase of taxable merchandise, they can get a *Michigan Sales and Use Certificate of Exemption* from the MSU Extension office so hopefully they won’t have to pay Michigan sales tax on the items.
- There is supplemental medical insurance available for clubs to purchase for \$1 per year per person.
- Our club will only use new 4-H forms. We understand that social security numbers are not to be collected.

I understand that my name, club meeting location and contact phone number will be printed in a brochure available to the public and listed on the MSU Extension County 4-H web page on the internet. My signature below indicates that I have read and agree to these provisions.

Signed: _____

4-H Volunteer Leader in Charge of Club

Date: _____



On the basis of the above purpose(s), this 4-H club/group is authorized to use the 4-H name and emblem in connection with its program and activities and is considered an official unit of Michigan State University Extension and Michigan 4-H.

Signed: _____

4-H Program Coordinator

Date: _____

4-H Youth Program compliance statement

Michigan State University Extension

Monroe **County 4-H Youth Program**

Civil Rights Compliance Statement

Name of Group (Club):

Primary Location:

I understand that the use of the 4-H name and emblem is granted on the basis that membership in the group named above is open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

Signature of Club Coordinator

Date

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