

Calhoun County 4-H Annual Summary Financial Report

For the period September 1, 20__ to August 31, 20__

Return form by
December 1 to
the MSU
Extension office.

Club or Council Name: _____

Account balance at beginning of year A _____

Taxable Sales Revenue (list separately):

1. _____
2. _____
3. _____

Sales subtotal (add lines 1-3 above): B _____

Grant and other nontaxable activities revenue (list each separately, use additional page if needed):

1. _____
2. _____
3. _____

Non sales subtotal (add lines 1-3 above) C _____

Total Revenues for year (add sales(B) and non sales(C) subtotals) plus D _____*

**(If this total is now or has ever been above \$2500 you must route bank statements through MSUE)*

Expenditures (list each separately, use additional page if needed):

1. _____
2. _____
3. _____
4. _____
5. _____
6. Sales tax* _____

*If the **sales subtotal (B)** is less than \$5000, you do not have to figure sales tax because your 4-H club or group owes no sales tax. If the **sales subtotal (B)** is \$5000 or more, divide the **sales subtotal (B)** by 17.667 to get the amount of sales tax your group must remit.

Total Expenses for year (add lines 1-6 above) minus E _____

Account balance at end of year equals F _____

Add back checks that have not shown on bank statement plus G _____

Subtract deposits that have not shown up on bank statement minus H _____

Adjusted balance (should agree with bank statement; include a clear copy of bank statement that agrees with this total adjusted balance) equals I _____

Prepared by: _____ Date: _____

Audited and approved by: _____ Date: _____

Approved by MSU Extension: _____ Date: _____