



ANNUAL 4-H CLUB FINANCIAL REPORT

The fiscal accounting year runs from October 1st to September 30th

DUE OCTOBER 31 to your county office for submission to Arizona 4-H Youth Foundation

| | |
|---------------------|------------|
| 4-H Club/Unit Name | EIN |
| Checking Account #: | Bank Name: |

OR (one form per account)

| | |
|--------------------|------------|
| Savings Account #: | Bank Name: |
|--------------------|------------|

| | | \$ |
|---|-----------------------|-------------|
| Balance at beginning of club year (October 1st) | | |
| INCOME – SUMMARY BY SOURCE | AMOUNT | |
| Donations/Gifts* | | |
| Fundraiser Event(s) | | |
| Gaming/Raffles | | |
| Livestock Auctions | | |
| All Other Income | | |
| | TOTAL INCOME | + \$ |
| EXPENSES – SUMMARY BY SOURCE | | |
| | AMOUNT | |
| Donations/Gifts* | | |
| Fundraiser Event(s) | | |
| Gaming/Raffles | | |
| Livestock Auctions | | |
| All Other Expenses | | |
| | TOTAL EXPENSES | - \$ |
| End of Year Balance (September 30th) | | = \$ |

* Contributions. Income: If any single donor gave \$5,000 or more, provide name, address, and amount. Expense: Contribution to other organization – if more than \$5,000, provide name, address, and amount. Attach this information on a separate sheet.

We certify that this is a true accounting on the financial activity of our club/unit for the past year.

Club/Unit Treasurer Signature: _____ Date: _____

Adult Club/Unit Leader Signature: _____ Date: _____

I have reviewed the pertinent records relating to the above financial accounts, verified the information and believe that the balances shown are correct.

Audit Committee Chairperson Signature: _____ Date: _____

YEAR END BANK ACCOUNT RECONCILIATION

Arizona 4-H clubs and affiliated groups authorized to use the 4-H name and emblem are subsidiaries of the Arizona 4-H Youth Foundation, which is a 501(c)(3) charitable foundation recognized by the Internal Revenue Service. As such it is important that all clubs/units fulfill their obligation of fiscal accountability to the Foundation. All clubs/units should maintain an open, auditable, public record of all financial transactions.

Please note: A year end bank account reconciliation report will be needed for both October (beginning of year) and September (end of year) for all new clubs (first time reporting financials to the Arizona 4-H Youth Foundation). Other clubs will only need the reconciled September statement.

This reconciliation form is used to compare your bank statement ending balance and your checkbook register to make sure they are balanced (equal). This reconciliation is important to make sure that the financial information is accurate and complete. Submit this year end reconciliation along with your September bank statement and your annual financial statement. (Note: if you use a financial software package, you can print your reconciliation report and turn it in with your bank statement.)

Step 1. Using your September bank statement, update your check register with any transactions that you did not previously record, including interest earned, services charges, etc.

Step 2. In your check register, mark with a check all checks paid, and deposits credited. Then using the table below, list all outstanding checks (no check mark, have not yet been charged to your account).

Step 3. Using the second table below, list all deposits or other credits recorded in your register, those that are not shown on your statement:

| 2. OUTSTANDING DEPOSITS | |
|---------------------------------------|--------|
| Date | Amount |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| TOTAL DEPOSITS OUTSTANDING | |

| 3. OUTSTANDING CHECKS (not included in your statement) | | |
|--|-------------|--------|
| Check # | Written to: | Amount |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL CHECKS OUTSTANDING | | |

| | Amount |
|---|--------|
| 4. Enter ending balance from your September bank statement | |
| 5. ADD total of outstanding deposits (2) | |
| 6. SUBTRACT total of outstanding checks (3) | |
| 7. NEW BALANCE (should match the ending balance in your check register) | |

Attach a copy of your ending Bank Statement