

ELKHART COUNTY 4-H CLUB/UNIT YEARLY FINANCIAL REPORT

YEAR 2011

Name of 4-H Club/Unit: _____ 4-H Club/Unit EIN: _____
(Tax ID Number)

Name(s) of Adult 4-H Club/Unit Leader(s): _____
(Organization Leader Name)

Procedures for 4-H Club/Unit Leader and Treasurer:

1. Work together to prepare your 4-H Club/Unit's Financial Report.
2. Your 4-H Club/Unit must have an EIN (Tax ID number) if the Club/Unit has any financial accounts. An individual's (Leader's) social security number is not acceptable. If you need help in filing for an EIN, please contact one of the County 4-H Educators.
3. Check to see that all of the club/unit's bills for the year have been paid.
4. Be sure that all checks that were written have been cashed. If some are still outstanding, contact the individual/business to whom they were written to ask them to cash the checks so your financial report can be prepared.
5. After this report has been completed, send to **Elkhart County 4-H Club Corporation, 17746-E County Road 34, Goshen, IN 46528** or bring it to the Extension Office **no later** than **January 31, 2012**.
 If your club/unit is being audited this year, follow the additional procedures that will be mailed to you.

If your Club/Unit does not have a bank and/or any financial accounts please complete the following and submit:

Our 4-H Club/Unit has no active treasury at this time; therefore, we have nothing to report.

Adult 4-H Club/Unit Leader: _____ Date: _____
Signature

If the 4-H Club/Unit owns any capital assets, you must record them on page 2, otherwise you are done.

Name Shown on 4-H Club/Unit Account(s): _____
(Club/Unit Name)

Name of 4-H Club/Unit Treasurer: _____

Name(s) authorized to conduct 4-H Club/Unit business on account(s): _____

Bank/Financial Institution Name	Account #	Type of Account
		<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other _____
		<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other _____
		<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other _____

	Checking Account	Savings Account	Other <small>(Cd's Money Market, etc.)</small>	Petty Cash	Total
Starting Balance as of: _____ <small style="margin-left: 100px;">Date</small>	\$	\$	\$	\$	\$
Total Income <small>(Includes Interest)</small>	\$	\$	\$	\$	\$
Total Expense	\$	\$	\$	\$	\$
Ending Balance as of: _____ <small style="margin-left: 100px;">Date</small>	\$	\$	\$	\$	\$

We have worked together and certify that this financial report for our 4-H Club/Unit is accurate.

4-H Club/Unit Treasurer: _____ Date: _____
Signature

Adult 4-H Club/Unit Leader(s): _____ Date: _____
Signature(s)

Does your Club/Unit own any capital asset? YES NO (If Yes, continue to page 2.)

Capital Assets

Some club/unit's may own major material items that are used from year to year by club/unit members and/or leaders. These items need to be recorded.

Following are some examples of various items:

Calculator	Copier	Coffee Maker
Weight Scale	Flag Set	Shotguns
Computer	Projector	Field Striper
Printer	Camera	File Cabinet

Some items are supplies and considered expendable. These items may be kept and will diminish as they are used by the club/unit. These items should not be recorded.

Following are some examples:

Paper	Printer Ink	Film
Non-Reusable Targets	Pencils	
Items of very minor value		

Capital Assets Owned by the 4-H Club/Unit (If additional space is needed, please attach list.)

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Capital Assets Disposed of by the Club/Unit during the Past Year

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

