

4-H Club Report for the year July 1, _____ to June 30, _____

****The 4-H club charter will be revoked if this annual report is not filed. Due date August 31****

Name of Club: _____
 Primary Leader: _____ Assistant Leader: _____
 Number of club meetings held: _____ Number of business meetings held: _____
 Project(s): _____
 Officers: President: _____ Vice President: _____
 Secretary: _____ Treasurer: _____
 How many of your members did Visual Presentations? Club: _____ County: _____ State: _____
 How many of your members submitted 4-H Records? _____
 How many of your members did at least 6 hours of community service? _____
 Curricula and/or resources used (indicate if these are from 4-H or another source): _____

Activity	Number of Times	Brief Description
Community Service Activities		
Fundraisers		
4-H Promotional Activities		

Lifeskill/Workskill Development: Check the ones you worked on with your club this year.

- | | | |
|--|--|---|
| <input type="checkbox"/> Communication Skills | <input type="checkbox"/> Teamwork | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Cooperation | <input type="checkbox"/> Recordkeeping | <input type="checkbox"/> Goal Setting |
| <input type="checkbox"/> Problem Solving | <input type="checkbox"/> Decision Making | <input type="checkbox"/> Healthy Lifestyles |
| <input type="checkbox"/> Planning & Organizing | <input type="checkbox"/> Wise Use of Resources | <input type="checkbox"/> Safety |

Planned club goals for the year: please state your club goals and briefly describe how your club worked toward its goals this year and any results (please attach separate sheet).



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Annual 4-H Club Financial Report

Circle statement below and initial if it applies to your club; skip this page and go to page 3 (signatures required).

This 4-H club has no income, does not collect dues, does not fundraise and has no bank account. **Initials** _____

If this statement does not apply, complete the financial report below.

Starting balance from previous year: _____

Sales Revenue

Grants, Fundraising and Club Dues Revenue

Total Revenue for the Year: _____

Expenditures

An Excel spreadsheet of this report form is available at:

<https://mass4h.org/volunteers/financial-management-insurance-and-report-forms>

Total Expenses for the Year: _____

Account Balance at end of year (previous balance, plus revenue minus expenses): _____

Checks that have not shown up on bank statement: _____

Deposits that have not shown up on bank statement: _____

Adjusted Balance (should agree with bank statement): _____

*****You must attach a copy of the final bank statement. If more than one account attach statement from each.**

990-N

Every club must attach a copy of proof of successful filing of the 990-N, regardless of whether they have any funds or not.

Names of Authorized Signatories:

If your club/council has a bank account list names of those authorized on this club/council bank account. It is strongly recommended that each account have two or three people authorized. The authorized people must not be related to one another.

- 1.
- 2.
- 3.

Required Signatures:

We have reviewed the financial records and believe, to the best of our knowledge, that the information presented in this report is accurate. We authorize the University of Massachusetts to include this 4-H club (or Council) as a subordinate to be included in its group tax exemption.

Prepared by: _____ Date _____
(generally the club leader or treasurer)

Audited (reviewed) and approved by: _____ Date _____
(this person cannot be related to the preparer)

Send this completed report with required documentation (bank statement(s) and proof of 990-N filing) and signatures to your local 4-H Educator by August 31

OFFICE USE ONLY:

I certify that I have reviewed this statement and supporting documents and find it accurate, to the best of my knowledge.

Approved by local Educator/PA: _____ Date _____