



## ANNUAL 4-H CLUB SUMMARY

Local 4-H Clubs are non-profit organizations whose financial records must be available upon request. The Club Organizational Leader in cooperation with the Club Treasurer should complete this form at the end of each 4-H year - October 1 to September 30. Please complete this form and return to your respective county 4-H office by **October 15**.

Club Name \_\_\_\_\_ Town \_\_\_\_\_

Organizational Leader \_\_\_\_\_ Phone \_\_\_\_\_

Assistant/Co-Leader(s) \_\_\_\_\_

Number of members \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Number of meetings held: Regular \_\_\_\_\_ Special/Project \_\_\_\_\_ Outings \_\_\_\_\_

Club is affiliated with the Connecticut 4-H Foundation  Yes  No

Club will be continuing into next 4-H year. Yes  No  (If not, why?)

Community Service: What project(s) did your club complete this year?

Number of youth participants \_\_\_\_\_ Total number of hours \_\_\_\_\_

Please estimate the number of hours you, your assistant/co-leaders or parents contributed to 4-H this past year in any capacity (club work, county committees, fair, etc.)

Number of people \_\_\_\_\_ Total number of hours \_\_\_\_\_

Do club members complete record books? Yes  No  If yes, how many members? \_\_\_\_\_

Please indicate how many members are completing record books in the following project areas: (duplicates are allowed)

STEM \_\_\_\_\_ (examples include animal projects, robotics, gardening, photography/video)

Leadership \_\_\_\_\_ (examples include public speaking, community service, personal development)

Health \_\_\_\_\_ (examples include foods and nutrition, fitness, healthy lifestyles)

What was your club's most successful educational program?

What was your club's most important 4-H accomplishment this year?

What did you do this year to promote 4-H? (If you have any news clippings, please attach a copy)

Goals for the upcoming 4-H year.

(Please use separate sheet of paper to complete questions as necessary)

Person(s) completing this report...

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_



# ANNUAL 4-H CLUB FINANCIAL SUMMARY



Club \_\_\_\_\_ Report for 20\_\_\_\_ to 20\_\_\_\_ year  
 Number of Club Members \_\_\_\_\_ Does your group charge dues? \_\_\_\_ If so, how much \_\_\_\_\_  
 Do you have donations or grants of \$5,000 or more? \_\_\_\_ YES \_\_\_\_ NO If yes, attach list of each donor/grantor,  
 address and amount given.  
 Bank Name: \_\_\_\_\_ Bank Acct. #: \_\_\_\_\_  
 Balance at beginning of the year: Checking: \$ \_\_\_\_\_ Savings: \$ \_\_\_\_\_ Petty Cash: \$ \_\_\_\_\_ Paypal: \$ \_\_\_\_\_

INCOME	AMOUNT
Contributions, grants received (please provide the name, address and amount of any individual and/or organization donating \$5,000 or more to your club.)	
Program Revenue (e.g. entry fees)	
Club Dues	
Investment Income (e.g. interest)	
Fundraising event income	
Gross income from sales (e.g. candy, bake sale)	
Other revenue (attach detailed list/amounts)	
TOTAL INCOME	

EXPENSES	AMOUNT
Contributions, donations made (please provide the name, address and amount of any donations made to other organizations.)	
Cost of items sold (e.g. candy, t-shirts)	
Postage, printing, office supplies	
Project supplies	
Club t-shirts	
Refreshments	
Event Registration	
Student Travel	
Insurance	
Other (attach detailed list/amounts)	
TOTAL EXPENSES	

Total Income \$ \_\_\_\_\_  
 (minus) Total Expense - \$ \_\_\_\_\_  
 Total Profit or Loss \$ \_\_\_\_\_  
 Year End Balance Checking: \$ \_\_\_\_\_ Savings: \$ \_\_\_\_\_ Petty Cash: \$ \_\_\_\_\_ Paypal: \$ \_\_\_\_\_  
 Does the treasurer maintain the books and make reports to the group on a regular basis? \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Organizational Leader  
 Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Treasurer

The above funds are in: **cash**    **checking account**    **savings account**    **petty cash**    **paypal**    (circle)