

Completing the Annual Summary Financial Report

Due by Nov. 15th

1. The **Annual Summary Financial Report** provides an overview of your group's financial activities for the year (October 1 to September 30). This packet is to be completed by the Club Treasure and Club Leader. At the top of the form, fill in your group's name, your bank's name, and the dates covered by the report.
2. Line 1, **The Balance at Beginning of Year**, is the amount on hand on the first day of the County Extension fiscal year (October 1st).
3. Lines 2 through 6 are where you would report your group's **Income** for the year. Each line should report all the income from a particular activity or event. For example, line 2 may be for enrollment income, line 3 for candy sale income, etc. Fundraisers can be reported all together or separately, such as line 3 for a candy sale and line 4 for a car wash, or line 3 for the candy sale and car wash combined.
4. Line 7, **Total Income for Year**, is lines 2 through 6 added together.
5. Line 8, **Adjusted Balance**, is your beginning balance (line 1) added to your total income for the year (line 7). This line shows how much money your group had to work with during the year.
6. Lines 9 through 14 are your group's **Expenditures** for the year, again grouped by a particular activity or event.
7. Line 15, **Total Expenditures for Year**, is lines 9 through 14 added together. This line will show how much money your group spent during the year.
8. Line 16, **Balance at End of Year**, is your total expenditures (line 15) subtracted from your adjusted balance (line 8). This line will show how much money your group has to start the new fiscal year.
9. Compare line 16 with your bank statement. They should be the same. If they are not the same it is probably because some checks and/or deposits have not yet cleared the bank. Use line 17 to add the total of all your checks that haven't cleared the bank yet to your balance (line 16). Next, use line 18 to subtract the total of all your deposits that haven't cleared the bank from your balance (right hand column in line 17). Write your new balance on line 19. The balance should now be the same as your bank statement. If it still doesn't add up, you need to go back and check all your income and expenditure amounts.
10. Attach Bank statements from September of the previous and current year.
11. Finally, sign and date the report where it is indicated for the treasurer's signature. Also, have group's leader sign the report. Retain a copy for your group's records and submit a copy to your County Extension Office.

Club Financial Audit forms to be completed and returned to the Extension office by November 1st.

- Annual Summary Financial Report
- 4-H Club/Group Financial Audit Checklist
- Annual 4-H Club Inventory Form

Manually Preparing the Annual Financial Summary

For those not opting to take advantage of the additional features found within the *Idaho 4-H Electronic Treasurer's Record*, the manual version of the Annual Financial Summary found on the next page provides the guidance needed to complete and submit the required information by November 1. It is essential that each club or affiliate submit their annual financial information utilizing the designated categories, as these details from each of nearly 1,000 different groups across Idaho has to be summarized into one statewide report.

The following provides a list of the various categories available and examples of the different types of items which might fit within that category:

INCOME:

- Awards** (group prizes from fairs, parades, expositions, etc.)
- Donations / Sponsors** (contributions not linked to a fundraising event)
- Dues / Enrollment Fees** (club dues, county/state enrollment fees, insurance, etc.)
- Fundraising / Sales** (spaghetti feed, candle sales, club t-shirts, etc.)
- Interest** (bank interest earned)
- Other Income** (any source not covered above)

EXPENSES:

- Awards / Scholarships** (awards, cards, gifts, club scholarships: KYG, Teen Conf, etc.)
- Bank Fees** (check charges, late fees, etc.)
- Club Activities** (summer picnic, community pride, club food/refreshments, etc)
- Club Supplies** (office supplies, postage, club scrapbook, etc.)
- Donation / Contribution** (funds given -- St. Jude, Cancer Society, etc)
- Enrollment / Insurance** (county/state enrollment payments, leader insurance, etc.)
- Equipment** (purchase or repair of club-owned equipment)
- Fair & Project Supplies** (fair decorations, bow strings, scrapbook supplies, etc.)
- Fundraising / Sales** (all related expenses, inc: advertising, judges, etc.)
- Rental** (fees for meeting space, rental of project-related equipment, etc.)
- Other Expenses** (any expenses not covered above)

Please be certain to fill in all the requested information; enter a zero "0" in any box, if not applicable. After finishing, ensure that your club/group has scheduled time in early October to completed the Annual Club Financial Audit (*see page 3 & 4 below*) . Once the audit is completed, make sure copies of the **Annual Financial Summary**, the **Audit Committee Certification Form** and **Last month's bank statement** is given to your Organizational or group leader so they can submit these materials to the local Extension office by November 1.

In addition to providing an accurate accounting for all 4-H finances (which are ultimately public funds), details from the Annual Financial Summary can provide valuable information as the club/group prepares their budget for the following year. As treasurer, you perform a vitally important role.

Annual Financial Summary - Manual Completion Option

91631

Name of 4-H Club: _____
 Club EIN #: _____
 Name of Bank: _____
 For 4-H Year Starting October 1, _____ and ending September 30, _____

1	Balance at Beginning of Year <i>(enter a value)</i>		
2	INCOME <i>(by grouping, activity, or event)</i>		
3	Awards		
4	Donations / Sponsors		
5	Dues / Enrollment Fees		
6	Fundraising / Sales		
7	Interest		
8	Other Income		
9	Total Income for Year <i>(add lines 3 thru 8)</i>		
10	Adjusted Balance <i>(add line 1 and line 9)</i>		
11	EXPENSES <i>(by grouping, activity or event)</i>		
12	Awards / Scholarships		
13	Bank Fees		
14	Club Activities		
15	Club Supplies		
16	Donations / Contributions		
17	Enrollment Fees / Insurance		
18	Equipment		
19	Fair / Project Supplies		
20	Fundraising / Sales		
21	Rental		
22	Other Expenses		
23	Total Expenses for Year <i>(add lines 12 thru 22)</i>		
24	Balance at end of Year <i>(subtract line 23 from line 10)</i>		
<i>If line 24 doesn't agree with your bank statement, complete lines 25-27</i>			
25	Add total of checks that haven't cleared the bank		
26	Subtract total of deposits that haven't cleared the bank		
27	Adjusted Balance <i>(line 24 + line 25 - line 26)</i> <i>{Should agree with ending bank statement}</i>		

Prepared by (Treasurer) _____
 Organizational Leader _____
 Extension Educator _____

Date: _____
 Date: _____
 Date: _____

4-H Program Annual Financial Audit Committee Certification

(Effective: October 1, 2012)

Any 4-H club/group that receives or spends club funds, regardless of the amount, must complete this form along with their Annual Financial Summary. **Submit both of these documents (plus your most recent bank statement, if applicable) to your local Extension Office by November 1st.**

County (name): _____

Name of Club or Group: _____

Actual date audit was conducted: _____

We have carefully audited the available financial records and accounts for this club/group on the date noted above and certify this report to be correct to the best of our knowledge. {Provide any comments or recommendations in the space provided below.}

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Comments / Recommendations:

Remember: submit this form and the club's Annual Financial Summary by November 1st

{The checklist on the following page may help in completing the Audit process}

Annual Civil Rights Engagement Report for Idaho Extension Volunteer Organizations and Clubs



Complete and submit annually to the appropriate local or state extension office no later than November 1st.

University of Idaho Extension programs are available to all regardless of race, color, religion, national origin, sex, age, sexual orientation, gender identity/expression, disability, genetic information, or protected veteran or military status. Furthermore, University of Idaho Extension (including 4-H Youth Development) as programs linked to the United States Department of Agriculture, must comply with all Federal and State Civil Rights laws.

While we believe that every club/affiliate is trying to be inclusive, completion and submission of this annual report not only documents our commitment to inclusivity but can also help groups identify potential ways in expanding their outreach to even more youth – especially among underserved populations within their communities.

Reporting Year: October 1, 20____ to September 30, 20____

Organization/Club Name: _____

Organization/Club Leader’s Name: _____

1. Does your 4-H Club have both sexes or genders represented? Yes _____ No _____
2. Does your 4-H Club have more than one race or ethnic group? Yes _____ No _____

If you have answered “**No**” to either of those questions, please indicate steps that are being planned to balance your club membership to include both sexes or genders and more than one race or ethnic group. The list below provides some ideas for your consideration.

As Extension organizations/clubs strive to achieve or maintain balanced membership, including underrepresented groups and individuals, the table below provides a list of some possible options to expand our outreach to all youth. Please check (x) any methods used this past year and/or that will be used in the coming year; if you used methods not listed in the table, share those on the back or on an attached page. Even if you answered “No” to any or all of the questions above, by demonstrating that “all reasonable efforts” have been made (using a variety of options below in collaboration with appropriate Extension personnel) your program can be deemed to be in compliance. The important thing is to sincerely try. Thank you.

Past Year	Reasonable Effort	Next Year
	In-person Invitation/Visit	
	Electronic/Written Invitation	
	Telephone Invitation	
	Newspaper, Radio or TV	
	Flyers, Newsletters or Posters	
	Social Media Outreach	

Past Year	Reasonable Effort	Next Year
	Membership Drive/Promotion	
	Targeted Volunteer Recruitment	
	Civil/Community Organizations	
	Joint Activity/Integrated Program	
	Meeting Space Accessibility	
	Extension Office Referrals	

Check here () if other efforts were or are being taken to expand involvement that are not listed above (provide details on back or attached page)

Organization/club leader signature: _____ Date: _____

Issued in furtherance of cooperative extension work in agriculture and home economics, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Barbara Petty, Director of University of Idaho Extension, University of Idaho, Moscow, Idaho 83844. The University of Idaho provides equal opportunity in education and employment on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, or status as a disabled veteran or Vietnam-era veteran, as required by state and federal laws

The Rules

Managing Financial Receipts and Expenditures

It is important to keep accurate and consistent records of all financial receipts and expenditures in order to assure that all funds received and all funds paid out are completely and accurately accounted for and are handled only by authorized persons.

Financial Disbursements

The following financial procedures must be used to properly account for any funds expended:

1. All disbursements must be made by check.
2. Printed, pre-numbered checks are used and properly controlled.
3. The supply of blank checks is adequately secured.
4. **Checking accounts must have at least two authorized signers; all written checks must have two signatures.**
5. The group's officers or county chair (for Extension office checking accounts) should authorize all bank accounts and designate all check signers.
6. Provide for immediate bank notification when a check signer leaves the group.
7. Checks are prepared by someone other than those who authorize the payment, when possible.
8. Checks presented for signature (or bills presented for payment) are accompanied by approved invoices and evidence of receipt and acceptance of goods and services.
9. The signers of checks make adequate investigation before affixing their signatures to a check.
10. All supporting documents or invoices are canceled by marking paid in full along with the check number and date of payment to prevent reuse.
11. The signing of checks in advance is prohibited.
12. No checks are made payable to cash.
13. There is adequate control over postage purchased and used.
14. Voided checks are held for inspection.
15. No counter checks are permitted.
16. Bank statements are delivered unopened directly to the reconciler and bank accounts are reconciled monthly. Bank statements are properly filed in an appropriate storage container (expandable file, file box, etc.).
17. The sequence of check numbers is accounted for when reconciling the bank accounts.
18. Endorsements on canceled checks are examined carefully, incidental to the reconciliation of the bank account.
19. Paid checks are reviewed for irregular features.

In addition, the following financial management practices are strongly recommended:

1. If there is a large checking account balance (i.e. \$5,000 or more) that is not needed for day-to-day working funds:
 - a. This excess working balance should be kept in a savings account, or certificate of deposit, requiring two signatures to make a withdrawal.
 - b. A competitive rate of interest should be earned on the account.
2. For accounts over \$10,000, signers of checks should be bonded.

UI Extension reserves the right to conduct or authorize unannounced independent audits to determine if financial practices and controls are being followed.

Petty Cash Procedures

No petty cash accounts are allowed. Petty cash is defined as small amounts of money kept in an office or other location and used to cover minor everyday expenses. This should not be confused with keeping a cash box for the sole purpose of making change.

Financial Receipts

It is necessary to properly manage all financial receipts in order to assure that all funds received have been properly accounted for and deposited or otherwise secured.

Recommended cash or check receiving procedures include:

1. Cash or check-receiving activities are centralized in as few hands as possible.
2. The receipt of cash or checks can be proved by written receipts or other records.
3. The individual first receiving any money should document the date, source, and amount of money received by using a duplicate receipt book.
4. All checks are made or endorsed payable to the county Extension office, county 4-H Council or club, or other appropriate Extension-related group.
5. All cash or checks received are safeguarded and deposited within one week of being received.
6. No advances or IOUs may be made to employees, volunteers, group members, or others under any circumstances.

Lines of Credit

Lines of credit are **not** allowed.

¹Adapted from "A Leader Guide: County 4-H Councils: Committees Concerned About Youth," University of Kentucky, College of Agriculture, Cooperative Extension Service.