



**WASHINGTON 4-H CLUB/GROUP/COUNCIL/AUTHORIZED UNIT  
ANNUAL FINANCIAL SUMMARY REPORT  
TO WASHINGTON STATE UNIVERSITY EXTENSION**



Reporting Year: October 1, 2019 to September 30, 2020

Tax ID# (EIN) \_\_\_\_\_ County: \_\_\_\_\_

Club/Group Name: \_\_\_\_\_

Mailing Address-Street or PO Box \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Contact email \_\_\_\_\_

Bank Name and Branch \_\_\_\_\_

Account # (Checking) \_\_\_\_\_ (Savings) \_\_\_\_\_

Adult Signatory 1: \_\_\_\_\_ Adult Signatory 2: \_\_\_\_\_

Youth Treasurer Signatory Updated (Date): \_\_\_\_\_

Beginning Balance Date: 10/1/2018	Savings	Checking	Investments
Total Income	\$	\$	\$
Total Expenses	\$	\$	\$
Ending Balance Date: 9/30/2019	\$	\$	\$

**List any Donors and Fundraising Activities:**

Description	Amount
	\$
	\$
	\$

*(Add additional sheets if necessary)*

Treasurer's Signature \_\_\_\_\_

Treasurer's Name (printed) \_\_\_\_\_

Leader's Signature \_\_\_\_\_

Leaders Name (Printed) \_\_\_\_\_

Date Peer Review Completed \_\_\_\_\_

Peer Review Committee Chair's Signature \_\_\_\_\_

Chair's Name (printed) \_\_\_\_\_

Date Received in County Office: \_\_\_\_\_

Attach list of equipment or other assets the club/group/council owns (include date acquired and current value.)

**This form is due in the county 4-H Extension Office by December 1<sup>st</sup>.**



WSU Extension programs and employment are available to all without discrimination. Evidence of non-compliance may be reported through your local WUS Extension Office. C1130E

## Treasurer's Checklist (OPTIONAL RESOURCE)

Framework	Completed	Date
Prepared a list of accounts		
Put together a ledger		
Made ledgers for projects		
Open a bank account		
Got a bank stamp		
Got a receipt book		
Got a date stamp		
Got a cash box		

Getting Started for the Year	Completed	Date
Prepared a budget		
Approved by club members/board		

Income and Fundraising for Each Month												
	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.
All checks are made payable to your 4-H group												
All deposit slips are in your records												
Complete bank register												
Complete ledger												

Spending Money for Each Month												
	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.
All checks have required signatures												
All receipts are included												
Written authorization for everything paid for												
All bills are organized by date of payment												
Ledger is completed for each purchase												

Reporting to Your Group												
	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.
Date bank account reconciled												
Monthly report completed												

Finishing for the Year	Completed	Date
The inventory report includes everything worth over \$100 and where it is being kept		
The financial report includes total expenses, income, and remaining cash		
Prepared records for the Peer Review		
Met with next year's Treasurer		
Annual Financial Summary Report sent to County Extension Office		



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