

# Annual 4-H Chartered Club Plan & Budget

**Please return this completed form to the Extension Office by December 1st.**

Grant-Adams: WSU Extension, 1525 E Wheeler, Moses Lake, WA 98837 or jmkiehn@wsu.edu

Lincoln-Adams: WSU Extension, 205 W Main Ave., Ritzville, WA 99169 or robertk@wsu.edu

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

\_\_\_\_\_ Facebook Group Page or Web Address

\_\_\_\_\_ Regular Meeting Place

\_\_\_\_\_ Regular Meeting Date and Time

**Key Leaders                      Name                                      Phone                                      Email or Mailing address**

**General Leader:** \_\_\_\_\_

**Club/Group Bank Account**

**Adult Signatory 1:** \_\_\_\_\_

**Adult Signatory 2:** \_\_\_\_\_

\*\*\*\*\*

**Club Officers: (If elections held later in year, provide update after officer elections) \*REQUIRED**

**President\*:** \_\_\_\_\_

**Reporter:** \_\_\_\_\_

**Vice President\*:** \_\_\_\_\_

**Recreation:** \_\_\_\_\_

**Secretary\*:** \_\_\_\_\_

**Historian:** \_\_\_\_\_

**Youth Treasurer\*:** \_\_\_\_\_

**Sgt. at Arms:** \_\_\_\_\_

**Scrap Book:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Jr./Teen Leaders:** \_\_\_\_\_

**Club Plans**

**Focus/Theme:** \_\_\_\_\_

**Service Project(s):** \_\_\_\_\_

**Fundraiser(s):** \_\_\_\_\_

**Club Goals for year:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## Club Program Calendar

| Month     | Meeting Date(s) | Educational Focus |
|-----------|-----------------|-------------------|
| October   |                 |                   |
| November  |                 |                   |
| December  |                 |                   |
| January   |                 |                   |
| February  |                 |                   |
| March     |                 |                   |
| April     |                 |                   |
| May       |                 |                   |
| June      |                 |                   |
| July      |                 |                   |
| August    |                 |                   |
| September |                 |                   |

## Yearly Budget

| Budget for October 1, _____ to September 30, _____ |         |        |        |         |         |
|--|---------|--------|--------|---------|---------|
| Item   | Expense | Income | Totals | Balance | Actual* |
| <b>Projected Income From:</b>                      |         |        |        |         |         |
|  |         |        |        |         |         |
|  |         |        |        |         |         |
|  |         |        |        |         |         |
|  |         |        |        |         |         |
| <b>Total Income:</b>                               |         |        |        |         |         |
| <b>Projected Expenses:</b>                         |         |        |        |         |         |
|  |         |        |        |         |         |
|  |         |        |        |         |         |
|  |         |        |        |         |         |
|  |         |        |        |         |         |
|  |         |        |        |         |         |
| <b>Total Expenses:</b>                             |         |        |        |         |         |
| <b>Budget out of Balance Amount**</b>              |         |        |        |         |         |

\* The actual column is completed as the year proceeds. It helps determine if you are on track with your budget and is a great help in figuring next year's budget. \*\* A negative balance can be balanced with funds that may be available from last year.

*The 4-H program is an educational program and clubs/groups may not maintain a high balance from year to year unless preapproved by Extension. Keeping a balance that will pay for 6 months of expenses is appropriate and allows the club/group a "cushion" if fundraising efforts are not successful (See WSU 4-H Policy 11.3).*