



ELKHART COUNTY 4-H CLUB/UNIT YEARLY FINANCIAL REPORT

YEAR 2020

Name of 4-H Club/Unit: _____ 4-H Club/Unit EIN: _____
(Tax ID Number)

Name(s) of Adult 4-H Club/Unit Leader(s): _____
(Organization Leader Name)

Procedures for 4-H Club/Unit Leader and Treasurer:

1. Work together to prepare your 4-H Club/Unit's Financial Report.
2. Your 4-H Club/Unit must have an EIN (Tax ID number) if the Club/Unit has any financial accounts. An individual's (Leader's) social security number is not acceptable. If you need help in filing for an EIN, please contact one of the County 4-H Educators.
3. Check to see that all the club/unit's bills for the year have been paid.
4. Be sure that all checks that were written have been cashed. If some are still outstanding, contact the individual/business to whom they were written to ask them to cash the checks so your financial report can be prepared.
5. After this report has been completed, send to: **Purdue Extension Elkhart County, 17746 County Road 34 Ste E, Goshen, IN 46528** or email **Penny Conover, pconove@purdue.edu** or bring it to the Purdue Extension office **no later than January 31, 2021.**

(If your club/unit is being audited this year, follow the additional procedures that will be mailed to you.)

If your Club/Unit does not have a bank and/or any financial accounts, please complete the following and submit:

Our 4-H Club/Unit has no active treasury at this time; therefore, we have nothing to report.

Adult 4-H Club/Unit Leader: _____ Date: _____
Signature

If the 4-H Club/Unit owns any capital assets you must record them on page 2, otherwise you are done.

Name Shown on 4-H Club/Unit Account(s): _____
(Club/Unit Name)

Name of 4-H Club/Unit Treasurer: _____

Name(s) authorized to conduct 4-H Club/Unit business on account(s): _____

Bank/Financial Institution Name	Account #	Type of Account
		<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other
		<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other
		<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other

	Checking Account	Savings Account	Other <small>(Cd's Money Market, etc.)</small>	Petty Cash	Total
Starting Balance as of: _____ <small style="margin-left: 100px;">Date</small>	\$	\$	\$	\$	\$
Total Income <small>(Includes Interest)</small>	\$	\$	\$	\$	\$
Total Expense	\$	\$	\$	\$	\$
Ending Balance as of: _____ <small style="margin-left: 100px;">Date</small>	\$	\$	\$	\$	\$

We have worked together and certify that this financial report for our 4-H Club/Unit is accurate.

4-H Club/Unit Treasurer: _____ Date: _____
Signature

Adult 4-H Club/Unit Leader(s): _____ Date: _____

Signature(s)

Does your Club/Unit own any capital asset? YES NO (If yes, please continue)

Capital Assets Report

Some club/unit's may own major material items that are used from year to year by club/unit members and/or leaders. These items need to be recorded. Items may be listed here or an additional sheet may be attached.

Following are some examples of various items:

- | | | |
|--------------|-----------|---------------|
| Calculator | Copier | Coffee Maker |
| Weight Scale | Flag Set | Shotguns |
| Computer | Projector | Field Striper |
| Printer | Camera | File Cabinet |

Some items are supplies and considered expendable. These items may be kept and will diminish as they are used by the club/unit. These items should not be recorded.

Following are some examples:

- | | | |
|---------------------------|-------------|------|
| Paper | Printer Ink | Film |
| Non-Reusable Targets | Pencils | |
| Items of very minor value | | |

Capital Assets Owned by the 4-H Club/Unit (If additional space is needed, please attach list.)

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Capital Assets Disposed of by the Club/Unit during the Past Year

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

