

Colorado 4-H Organization Financial Report

Year Beginning July 1, 2023 - Year Ending June 30, 2024

4-H Club Name: _____
Employer Identification Number (EIN): _____
Organizational Leader: _____
Treasurer: _____

List ALL financial accounts: checking, savings, money market, etc;

Include all account details:
Financial Institution

Account Number	Account Type (Savings/Checking)	Starting Balance (ending balance from last year's report June 30, 2022)	Ending Balance as of June 30, 2023
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
Totals		\$ -	\$ -

Persons authorized to sign checks, deposit and withdraw funds. **Two signatures are required.**

Kayla Fiocco _____
 Trish Manyik _____

Financial Summary

Annual Income

Activity/Event fees	\$ -
*Donations/Grants/Contributions	\$ -
**Fundraising	\$ -
4-H Membership Dues/Fees	\$ -
Awards/Scholarships	\$ -
Investment Income (Interest)	\$ -
Other (list below)	
Jacket money	\$ -
Tshirt money	\$ -
	\$ -
Other Total:	\$ -

Total Starting Balance

\$ -

Total Income \$ -

Annual Expenses

Educational Activities/Events	\$ -
Supplies	\$ -
4-H Membership Dues/Fees	\$ -
Fundraising Expense	\$ -
Scholarships/Monetary Awards	\$ -
Recognition/Trophies/Non-monetary Awards	\$ -
Bank Fees	\$ -
Other (list below)	
Jackets	\$ -
tshirts	\$ -
	\$ -
Other Total:	\$ -

Total Expenses \$ -

Total Ending Balance

\$ -

*Did you have one or more donation that grossed over \$5,000 (yes or no)?

No _____

**Did you have one or more fundraiser that grossed over \$5,000 (yes or no)?

No _____

If you answered YES to either of the above questions, list the event/person and amount raised/given below:

Name of Event or Donor	Description of Event/Donor gift	Date(s)	Amount
			\$ -
			\$ -
			\$ -
			\$ -

We believe the above information to be an accurate and correct accounting of 4-H funds. We understand that Colorado State University has the legal authority, under federal and state law, to request and obtain information, freeze, and designate authorized signatures in regard to 4-H accounts in the event of suspicious activity.

Authorized Signature (1)

Date

Authorized Signature (2)

Date



BANK STATEMENT (ex.)

Provide Current Bank Statement For All Financial Accounts

This will be provided to the County Extension Office so it can be uploaded into the 4HOnline management system.



EXAMPLE BANK STATEMENT

Statement date June 30, 20xx

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Trans	Post	Type	Transaction Description
ID: 00 SAVINGS ACCOUNT			
05/01			Starting Balance
05/31			Ending Balance for SAVINGS ACCOUNT
YTD DIVIDEND : \$0.14			

Trans	Post	Type	Transaction Description
ID: 02 MONEY MARKET			
05/01			Starting Balance
05/14	05/14	WD	Home Banking Transfer To Share 01
05/31	05/31	DP	DIVIDEND
Annual % Yield Earned Ending 05/31 [REDACTED] : 0.100%			
05/31			Ending Balance for MONEY MARKET



Annual Review of 4-H Club or Group Fund

**Are signatures current and enrolled/approved 4-H volunteers or members? Yes or No.
2 signature ARE required by IRS.**

If **NO**, what is being done to correct this?

Was there an annual proposed budget prepared? Yes or No.

If **NO**, what is being done to correct this?

Was a financial report and bank statement submitted? Yes or No.

If no, why?

Does this club/group have assets? Was the list provided? Yes or No.

If **NO**, what is being done to correct this?

Are there current financial rules outlined in the Bylaws? Yes or No.

If **NO**, what is being done to correct this?

Date: _____

Reviewer's Signature: _____

County Staff or Club/Group Organizational President



4-H CLUB OR GROUP BUDGET

A budget for each 4-H club or group is **required** for chartering if the 4-H club or group accepts or disburses any money.

The budget can be as simple or complex as needed for 4-H club or group members to clearly understand how

4-H club or group funds are received and spent. All budgets should be approved annually by the 4-H club or group membership and a copy needs to be provided to the county Extension office.

Start Date July 2024 **to End Date** September 2025

Total Opening Balance: _____

ESTIMATED INCOME (SOURCE, USE, PURPOSE)	BUDGETED

Total Income \$ _____

ESTIMATED EXPENSES (DESCRIBE)	BUDGETED

Total Expenses \$ _____

Closing Balance \$ _____

We certify that this proposed budget was approved by the club or group members on (date): _____

President's or Treasurer Signature and Date: _____

Extension Staff's Signature and Date: _____



4-H Club/Group Annual Plan for 2024-2025

Month Date Time/Location	Business Agenda Events Activities Items for group decision	Program Agenda Educational program or activity Speakers Demonstrations	Recreation Agenda Singing Games Team Building Refreshments	Community Service Project	Essential Elements Belonging - B Independence - I Generosity - G Mastery - M	Special Events Club County Regional State
October						
November						
December						
January						
February						
March						
April						
May						
June						
July						
August						
September						



Organized 4-H Club or Group Annual Affirmative Action Report

Colorado 4-H is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity/expression, or pregnancy in its employment, programs, services and activities, and admissions. **Compliance Statement:** This club provides opportunities for all participants, and is open for membership to all youth 4-H ages 5-18 years based on December 31 current 4-H year.

This form, completed and returned to the local CSU Extension office is necessary to allow CSU Extension, under the law, to provide support to a 4-H club and to extend the organized club or group the right to use the 4-H name and emblem. Please indicate below what your club is doing or has done to encourage participation by all potential youth in your area. Examples: list any mass media used (newspaper, radio, TV) and/or list personal letters, circulars, or personal visits to potential minority recipients, inviting them to participate (include dates and places of meetings or planned activities.) Attach copies of correspondence, news releases, etc. to this form. Use form below to document **All Reasonable Effort**.

Signed by County Staff or Organizational Leader: _____

✓	Methods	Date	Number	Location	Ethnicity/Race	Comments
	Mass Media, including radio, newspaper, TV					
	Newsletters, posters, flyers, announcements					
	Personal letters inviting select people to participate in the program					
	Personal contacts (phone, in person) to inform them about 4-H and encourage their participation (potential members and adult volunteers)					
	Community and school groups contacted with information or through community service					
	Joint activities that resulted in integrated programs					
	Membership drive or promotional programs to reach minorities (e.g. festivals, fairs)					
	Volunteer recruitment and/or volunteer development training					
	Meeting places selected to encourage minority participation					
	Other					

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 CSU's Office of Engagement and Extension ensures meaningful access and equal opportunities to participate to individuals whose first language is not English. | Office of Engagement and Extension de CSU garantiza acceso significativo e igualdad de oportunidades para participar a las personas quienes su primer idioma no es el inglés.
<https://col.st/0WMJA>