

## 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, 2023)	Ending Balance as of June 30, 2024
\$ -	\$ -
\$ -	\$ -
<b>Totals</b> \$ -	<b>\$ -</b>

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

Financial Summary		Total Starting Balance
<b>Annual Income</b>		\$ -
Activity/Event fees	\$ -	
*Donations/Grants/Contributions	\$ -	
**Fundraising	\$ -	
4-H Membership Dues/Fees	\$ -	
Awards/Scholarships	\$ -	
Investment Income (Interest)	\$ -	
Other (list below)		
	\$ -	
	\$ -	
	\$ -	
Other Total:	\$ -	
<b>Total Income</b>	<b>\$ -</b>	

<b>Annual Expenses</b>		<b>Total Ending Balance</b>
Educational Activities/Events	\$ -	\$ -
Supplies	\$ -	
4-H Membership Dues/Fees	\$ -	
Fundraising Expense	\$ -	
Scholarships/Monetary Awards	\$ -	
Recognition/Trophies/Non-monetary Awards	\$ -	
Bank Fees	\$ -	
Other (list below)		
	\$ -	
	\$ -	
	\$ -	
Other Total:	\$ -	
<b>Total Expenses</b>	<b>\$ -</b>	

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





## 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

<b>Month</b> Date Time/Location	<b>Business Agenda</b> Events Activities Items for group decision	<b>Program Agenda</b> Educational program or activity Speakers Demonstrations	<b>Recreation Agenda</b> Singing Games Team Building Refreshments	<b>Community Service Project</b>	<b>Essential Elements</b> Belonging - B Independence - I Generosity - G Mastery - M	<b>Special Events</b> 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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 Colorado State University does not discriminate on the basis of disability and is committed to providing reasonable accommodations. | Colorado State University no discrimina por motivos de discapacidad y se compromete a proporcionar adaptaciones razonables.  
 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>