



Annual 4-H Group Budget and Financial Report Form

4-H Group Name _____ Year _____ EIN Number _____

Checking Account Number _____ Financial Institution _____

Briefly list your group's goals and anticipated financial needs for the 4-H year _____

Definitions:

-Proposed - this is what you plan to earn and spend

-Actual - this is what you really earned and spent

	A	B	C***
	Current Budget for Ending year	Actual income/ Expense for Ending year	Proposed budget for new year
Income			
Beginning Balance	\$ _____	_____	_____
Membership fees/dues	_____	_____	_____
Fundraiser(s)	_____	_____	_____
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
Solicited Gifts/Donations/ *Activity/participation fees	_____	_____	_____
Unsolicited Gifts/Donations	_____	_____	_____
Grants _____	_____	_____	_____
Other _____	_____	_____	_____
Total Income	\$ _____	_____	_____
Expenses			
Meeting Expenses	\$ _____	_____	_____
Awards and Recognition	_____	_____	_____
Recreation	_____	_____	_____
Scholarships (Events/Activities or Educational)	_____	_____	_____
Community Service (Project, Donation)	_____	_____	_____
*Activity/participation pass through fees	_____	_____	_____
4-H Promotion	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____
Total Expenses	_____	_____	_____
**Ending Balance	\$ _____	_____	_____

*Activity/participation fees are dollars that simply pass through the account (ex. Lock-ins, camp, etc.)

**Total income *minus* total expenses - Remember, this amount is your beginning balance for the proposed budget for the new year.

***the proposed budget, column C, are the figures transferred to Column A and become the current budget.



Proposed fundraisers for next year

Amount needed to raise to meet group's budget goals \$ _____

What fundraisers does the group plan to carry out to reach these goals?

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Please remember fundraising plans must be approved by the REE or designee. Be sure to seek approval before the group begins significant planning; submit the 4-H Fundraising Application form.

Remember: Keep good records including receipts, income, expenses, deposits, etc.

Savings/Investments/4-H Endowments

Financial Institution Address & City	Account Number	Ending Balance	Purpose of Account
_____	_____	_____	_____
_____	_____	_____	_____

Upon completion of this report, obtain the following signatures:

_____	_____
(Treasurer)	(date)
_____	_____
(President)	(date)
_____	_____
(Adult Leader)	(date)

Approved by Group on: _____
(date)

Received and reviewed by University of Minnesota Staff

Program Coordinator: _____

Regional Educator: _____

Reviewed/Audited by: _____

Date: _____ Phone Number _____

Return this form to your Regional Extension educator or designee with the Charter application prior to November 1.