NEVADA 4-H

4-H Annual Financial Reporting Form (Instructions)
(Approved/Revised; August 2010)

4-H Entity as used herein is defined as a club, council, affiliated organization, etc.

Introduction
The USDA Tax Exempt Status of 4-H requires that 4-H Entities prepare a yearly financial statement, and that UNCE/4-H Staff review the statement. The form is called "4-H Annual Financial Reporting Form" and it can be obtained from the County UNCE/4-H Office or the Nevada 4-H Website (http://www.unce.unr.edu/4H/about/policies). The completed form is due by November 1 of each year for the Club Year (Oct 1- Sept 30) that was just completed on September 30. The form is required each year, and is to be returned to the Cooperative Extension Office to the Extension Educator/4-H Staff or to someone designated to receive, review, and file it.

Instructions
1. Enter the name of the 4-H Entity.
2. List the name(s) of leader or co-leaders.
3. Indicate county in which the 4-H Entity is located.
4. Indicate if the 4-H Entity has a bank account.
5. List bank account numbers, including the type of account and signers of each account.
6. Indicate the year that begins your fiscal year (ie. Oct 1, 2010 – Sept 30, 2011…the year to enter is 2010).
7. Input cash the 4-H Entity had in the bank at the beginning of the year.
8. Input cash the 4-H Entity had that was not in a bank account at the beginning of the year.
9. The total of cash in bank and cash on hand.
11. List revenues received during the fiscal year totaled by categories.
12. Total all revenue received during the fiscal year.
14. List each individual expenditure made during the year. If payment was made by check, list check number and description, if made with cash, write cash and the description.
15. Total all expenses made during the fiscal year.
16. Add revenues to opening cash balance; then subtract expenses to calculate the ending cash balance.
17. Input cash the 4-H Entity had in the bank at the end of the year.
18. Input cash the 4-H Entity had that was not in a bank account at the end of the year.
19. Total cash in bank and cash on hand.
20. Calculated ending cash balance and actual ending cash balance must agree; if there is a discrepancy, review the accounting records and make the needed correction.
21. Club Treasurer and Adult Leader shall provide names, signatures, and date submitted.
22. University of Nevada Cooperative Extension employee will indicate date received.

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