



# Required Annual 4-H Club Paperwork

*Clark/Skamania/Klickitat Region*

Thank you for continuing to serve 4-H as a volunteer leader with your club. We wouldn't be able to run such a meaningful program for local youth without you!

Each year, we are required to collect information from our 4-H clubs to share with the state 4-H office for reporting purposes. This information is a requirement for all 4-H clubs in Washington.

Please work with the youth members in your club to complete these documents, as it's important for them to see what goes into planning a successful year that also aligns with policies in place.

The deadline to submit this paperwork to the 4-H office is **December 1st**, and failure to submit this paperwork can result in a club's charter being revoked. With this paperwork, please include a copy of your most recent bylaws and if your club raises funds or has a bank account, a self audit report as well.

Club Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

County:  Clark  Skamania  Klickitat      Club handled funds:  Yes  No

Main Club Leader(s): \_\_\_\_\_

Checklist:

- Previous 4-H Year Club Report (Dates: \_\_\_\_\_)
- Chartered Club Plan for Upcoming Year
- Project List for the upcoming 4-H year
- Annual Financial Summary
- Copy of most recent bylaws

Also Included if your club raises or handles funds:

- Budget
- Self Audit & Committee Summary Report

In alignment with Washington State 4-H Policy, we confirm that our club also meets the following requirements:

- We provide a minimum of 6 hours of education/engagement for members over the course of the 4-H year
- We have at least 2 certified 4-H volunteers in leadership roles
- Volunteers submit their volunteer hours via GivePulse every quarter
- All members enroll in 4honline before participating
- Our club has at least 5 members from a minimum of 3 families participating



# Previous 4-H Year Club Report

4-H Members should support 4-H volunteers in collecting and reporting this information each year. The local 4-H office may use this information for a variety of reasons, such as Extension Impact Reports, grant applications, as well as planning for programming and training needs. The state 4-H office also compiles the information to demonstrate impacts and needs.

**For the previous 4-H year, please provide:**

Designated Club Leaders: \_\_\_\_\_

Number of Youth Members: \_\_\_\_\_ Number of Certified Volunteers: \_\_\_\_\_

Physical Address of where the majority of club meetings/events were held:  
\_\_\_\_\_  
\_\_\_\_\_

What were your "regular" meetings days and times: \_\_\_\_\_

Dates/Times of Club Meetings/Events (approximate is okay):

	Date(s)	Time(s)
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

Youth Club Officers (All 4-H Clubs are required to have youth club officers)

President:	_____	Others (please note role):	_____
Vice President:	_____		_____
Secretary:	_____		_____
Treasurer:	_____		_____

## Graduate Information

How many of last year's members of your 4-H club were:

"Graduates" or "Program Completers" \_\_\_\_\_ (total). That is, the total of those 4-Hers in your club completing the 4-H program by receiving a high school diploma or GED and/or reached the age 19 (too old to be a 4-Her) as of the end of the most recent 4-H year..

Among those included in the account above, how many of them:

- A. Are now attending/enrolled in a post high school educational program\* and are not working? \_\_\_\_\_
- B. Are now attending/enrolled in a post high school educational program\* and are working? \_\_\_\_\_
- C. Have a full or part-time job and are not attending/enrolled in a post high school educational program\*? \_\_\_\_\_
- D. Do not have a full or part-time job and are not attending/enrolled in a post high school educational program\*? \_\_\_\_\_
- E. Have an unknown status (i.e., you just don't know)? \_\_\_\_\_

*\*This can include certificate programs, cosmetology/beauty school, military, vocational school, apprentice programs, community college, 4 year college or university, etc.*

## Club Accomplishments

Please list 3 accomplishments or goals that your club mastered in the previous 4-H year:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Did your club complete any community service projects in the last 4-H year?  Yes  No

If yes, please provide some details below:

Group/Org Served	Activity/Service	# Hours Served

Did your club complete any fundraising in the last 4-H year?  Yes  No

→ If yes, did your club submit fundraising reports to the 4-H office with the details?

Yes  No

How often did your club members practice the following skills over the last year?

Type	None of the time	Some of the time	Most of the time	All of the time
Youth make club decisions				
Youth communicate effectively				
Youth practice leadership				
Youth work to help others feel like they belong				
Youth demonstrate personal responsibility				
Youth work together as a team				
Youth show generosity and concern for others				
Youth practice public speaking				
Youth master new skills or techniques				

What is one big lesson your club/club members learned this year?

What are you most proud of?

What is one thing you hope to improve upon this year?

### Volunteer Hours

WSU Extension 4-H Volunteers are required to track their hours every year, preferably adding to the GivePulse system at the very least every quarter. If your club volunteers utilize Give Pulse regularly, you may skip this section. If not, please provide the number of hours served over the last 4-H year by volunteer.

Name	Role	Number of Volunteer Hours



# Chartered Club Plan for the Upcoming Year

It's important to have a plan for the upcoming year that is led by the youth members of the club, with ample support from adult volunteers. Please keep a copy of this plan and refer back to it throughout the year. It will also be helpful when it's time to fill out next year's annual paperwork!

## Club Information

Designated Club Leader(s): \_\_\_\_\_

Facebook group or Web Address: \_\_\_\_\_

*The 4-H office is required to be a member of all 4-H Club social media groups. Please be sure to add them if you have one.*

Physical Address where the majority of club meetings/events will be held:

\_\_\_\_\_  
\_\_\_\_\_

Regular meeting days & times: \_\_\_\_\_

Will you be accepting new members this year?  Yes  No

→ If yes, approximately how many new members could you take on? \_\_\_\_\_

→ If yes, who is your designated contact for new members? \_\_\_\_\_

*\*Note: If your club is open to new members it must be open to any new members who inquire. Clubs cannot be closed and take on new members selectively, nor can they be closed to general inquiries but allow referrals or friends in. The 4-H office will work carefully to spread inquiries amongst all open clubs, according to interest, family needs, and geographical locations.*

## Club Goals

Please list 3 goals that your club will work towards accomplishing this upcoming year:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

What community service projects do you hope to work on this year?

Will your club do any fundraising this year?  Yes  No

→ If yes, how much do you hope to raise? \_\_\_\_\_

→ If yes, what do you hope to put funds towards? \_\_\_\_\_

Youth Club Officers (If you have them already, please list. If not, please provide when you do)

President: \_\_\_\_\_ Others (please note role): \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Club Program Calendar:

	Approximate Date(s)	Educational Focus	Who will be responsible for leading?
October			
November			
December			
January			
February			
March			
April			
May			
June			
July			
August			
September			

Project Offerings

All projects that a 4-H Club intends to offer during a 4-H year must be added to their 4honline club profile, 4-H members participating must enroll in those projects in 4honline, and there must be a designated, certified 4-H volunteer providing leadership and education to **all** enrolled project members during the 4-H year. These can be one-off projects (like baking, or arts & crafts) or long term projects (like raising an animal). If a project does not have a certified 4-H volunteer, it cannot be offered. Failure to ensure all of these steps are followed could impact whether or not an Exhibitor can bring their project to county or state fair, and determine whether accident insurance will cover their participation should an accident happen during a club meeting or event. *On the next page, you will select all of the project areas your club intends to offer in this new 4-H year and designate who will provide leadership to those projects.*

Name of 4-H Volunteer & Club Role	
Name: _____ <input type="checkbox"/> Club Leader <input type="checkbox"/> Project Leader <input type="checkbox"/> Activity Leader <input type="checkbox"/> Resource Leader	Name: _____ <input type="checkbox"/> Club Leader <input type="checkbox"/> Project Leader <input type="checkbox"/> Activity Leader <input type="checkbox"/> Resource Leader
Name: _____ <input type="checkbox"/> Club Leader <input type="checkbox"/> Project Leader <input type="checkbox"/> Activity Leader <input type="checkbox"/> Resource Leader	Name: _____ <input type="checkbox"/> Club Leader <input type="checkbox"/> Project Leader <input type="checkbox"/> Activity Leader <input type="checkbox"/> Resource Leader
Name: _____ <input type="checkbox"/> Club Leader <input type="checkbox"/> Project Leader <input type="checkbox"/> Activity Leader <input type="checkbox"/> Resource Leader	Name: _____ <input type="checkbox"/> Club Leader <input type="checkbox"/> Project Leader <input type="checkbox"/> Activity Leader <input type="checkbox"/> Resource Leader
Name: _____ <input type="checkbox"/> Club Leader <input type="checkbox"/> Project Leader <input type="checkbox"/> Activity Leader <input type="checkbox"/> Resource Leader	Name: _____ <input type="checkbox"/> Club Leader <input type="checkbox"/> Project Leader <input type="checkbox"/> Activity Leader <input type="checkbox"/> Resource Leader

## Project Offerings

Please select only the projects your club can offer this year with direct volunteer oversight. Encourage members to make sure they are enrolling in ALL applicable projects for the 4-H year.

Animal Sciences		Shooting Sports		Environmental	
<i>Project</i>	<i>Volunteer</i>	<i>Project</i>	<i>Volunteer</i>	<i>Project</i>	<i>Volunteer</i>
Amphibians		Archery*		Environment	
Beef*		Black Powder/Muzzle		Forestry	
Cat		Loading*		Sportfishing	
Cavy		Hunting*		Water and/or Wind	
Dairy Cattle*		Pistol*		Self Determined	
Dog		Riflery*		<b>Expressive Arts</b>	
Equine Science		Shotgun*		Communication	
Horseless Horse		<b>Family &amp; Consumer Sciences</b>		Performing Arts/Theater	
Explore Small Animals		<i>Project</i>	<i>Volunteer</i>	Photography	
Dairy Goat*		Clothing & Textiles		Creative Arts	
Meat Goat*		Financial Literacy		Self Determined	
Novelty Goat*		Food & Nutrition		<b>Social Sciences</b>	
Pygmy Goat		Needle Arts		Citizenship	
Utility Goat*		Adventures in Family Living		Know Your Government	
Llama*		Self Determined		Service Learning	
Pets		<b>Engineering &amp; Tech</b>		Health	
Poultry		<i>Project</i>	<i>Volunteer</i>	Leadership	
Rabbit		Aerospace		Exploring 4-H	
Sheep*		Electricity		Self Determined	
Swine*		Geospatial		<b>Miscellaneous</b>	
Vet Science		Robotics		Entomology	
Self Determined		Small Engines		Gardening	
*Per 4-H policy, projects with an asterisk are unavailable to cloverbuds		Woodworking		4-H Challenge	
		Self Determined		Outdoor Adventure	
Other (not listed above):					



# Annual Financial Summary

Club/Group Name (per IRS records): \_\_\_\_\_

Did your club/group raise, handle, or manage funds in the previous 4-H year?  Yes  No

Reporting Year: October 1, \_\_\_\_\_ to September 30, \_\_\_\_\_ Tax ID# (EIN) \_\_\_\_\_

Mailing Address-Street or PO Box \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

1st Adult Signatory: \_\_\_\_\_ 2nd Adult Signatory: \_\_\_\_\_

*\* Reminder: all bank accounts should have a minimum of 2 adults from different families as signers on account*

Youth Treasurer Signatory (Date): \_\_\_\_\_

Signatory 1 Phone Number \_\_\_\_\_ Contact email \_\_\_\_\_

Bank Name and Branch \_\_\_\_\_

Account # (Checking) \_\_\_\_\_ (Savings) \_\_\_\_\_

Beginning Balance Date: 10/1/____	Savings	Checking	Investments
Total Income	\$	\$	\$
Total Expenses	\$	\$	\$
Ending Balance Date: 9/30/____	\$	\$	\$

List any Donors and Fundraising Activities: \_\_\_\_\_ *(Add additional sheets if necessary)*

Description	Amount
	\$
	\$
	\$

## Annual Requirements

In alignment with Washington State 4-H Policy, we confirm that our club also meets the following financial requirements:

- We re-watched the Financial Training on eXtension
- We have an active EIN that is connected to the WSU Extension Group
- We have at least 2 adults from different families as signatories on the bank account
- Club finances are discussed/reviewed at each of our club meetings
- All fundraising is done with a specific purpose in mind, and agreed to by our club members
- We have a self-audit committee that has reviewed our account(s), minutes, receipts, and bank documents and worked through the audit checklist and provided a summary of findings

Treasurer's Signature \_\_\_\_\_

Treasurer's Name (printed) \_\_\_\_\_

Leader's Signature \_\_\_\_\_

Leaders Name (Printed) \_\_\_\_\_

Date Self Audit Completed \_\_\_\_\_

Audit Committee Chair's Signature \_\_\_\_\_

Chair's Name (printed) \_\_\_\_\_

Date Submitted to County Office: \_\_\_\_\_

**Proposed Budget for the Upcoming Year**

Yearly Budget for October 1, _____ to September 30, _____					
Item	Expense	Income	Totals	Balance	Actual*
<b>Projected Income From:</b>					
<b>Total Income:</b>					
<b>Projected Expenses:</b>					
<b>Total Expenses:</b>					
<b>Budget out of Balance Amount**</b>					

\* The actual column is completed as the year proceeds. It helps determine if you are on track with your budget and is a great help in figuring next year's budget. \*\* A negative balance can be balanced with funds that may be available from last year. *The 4-H program is an educational program and clubs/groups may not maintain a high balance from year to year unless preapproved by Extension. Keeping a balance that will pay for 6 months of expenses is appropriate and allows the club/group a "cushion" if fundraising efforts are not successful (See WSU 4-H Policy 11.3).*

**Property Inventory**

All clubs and programs are required to provide a list of property/equipment to the 4-H office. Please fill out the following table with items which your organization has in its possession and give the location where it is stored with the dollar value.

Description	\$ Value	Location/Address

## Self Audit Procedure & Checklist

The financial reports of every group should be reviewed and audited on a yearly basis as sound fiscal management practice. It should be a simple but careful check of how well the treasurer and the group are handling money. The president and group leader will appoint an audit committee. Make it a practice to always audit the books when transferring responsibility from one person to another for the protection of all parties involved.

Complete this form at the end of September (the end of the 4-H year) and every time a treasurer changes. The purpose of an audit is to check procedures and accuracy of the accounts. It is not a check for fraud, however fraud will be reported if found. The financial records should be clear and easily understandable.

### Procedures

- Check each month's reconciled bank statement and canceled checks. If the treasurer found differences during the month, ask what was done to make corrections. Verify that two authorized, unrelated 4-H members or adult volunteers signed all checks. Verify that the signer is not the same person as the person paid.
- Check the ledger entries and make sure that the entries are complete and up-to-date. Compare the ledger postings to checks, bills, receipts, and deposits. If there are missing items, or differences between receipts and payments and/or deposits, ask the treasurer to explain.
- Review all voided checks. If a voided check is not on file, verify that the check has not cleared the bank by examining the bank statement to make sure the voided check number is not listed.
- Total all money (cash and checks) received. Receipts must be written for all funds collected. Verify that receipts are in order by date and that all funds are listed on the ledgers.
- Total all deposits made to the bank account. The total should equal the total of all funds received as recorded in the ledgers, club monthly treasurer reports, and receipt book.
- Total all money spent. The total should equal the total of all expenses as recorded in the ledgers, club monthly treasurer reports, and check book. Verify that a written bill or receipt is on file for each expense. Verify that all expenses paid by cash are recorded in a petty cash ledger.
- Check the Current Balance. Verify that the treasurer's total balance at the beginning of the year, plus all funds received, minus all expenditures, equals the treasurer's total current balance for the year.
- Complete the questionnaire on the next page. *If any of your answers are NO, your 4-H group financial record keeping practices are not consistent with 4-H policy. Please attach a brief statement to this form indicating what corrective action will be taken.*

Audit Committee

Club Name: \_\_\_\_\_

Club Leader(s): \_\_\_\_\_ Club Leader Signature: \_\_\_\_\_

Treasury Balance: \$ \_\_\_\_\_ as of Date: \_\_\_\_\_

Audit Committee Members: \_\_\_\_\_

Audit Committee Signatures:

*We the undersigned, have examined the financial records for the above named 4-H group and certify this report and the statements made on these forms to be correct.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Checklist

Yes	No	N/A		Answer all questions if your group collects any amount of funds for any purpose.
			1	Does the 4-H group keep funds for the use of the club? If no, attach an explanation of how you pay for club expenses.
			2	Indicate where the club's funds are kept: Include bank name , branch location, and account number: (Checking or savings?)
			3	Is there a treasurer's book or ledger?
			4	Is every expense listed in the ledger?
			5	Is every income transaction listed in the ledger?
			6	Is there a running total on the ledger?
			7	Have funds raised been reported to the club and deposited appropriately? (Verified via minutes)
			8	Were ledger entries entered in a timely manner with an explanation of the transaction?
			9	Does the bank statement balance agree with the balance in the treasurer's book or ledger?
			10	Have fund-raising activities been reported to the 4-H Extension Office?
			11	Are there two signatures on all checks authorized by the group?
			12	Are the signers on each check from two different families?
			13	Have all disbursements been made by check and/or debit card?
			14	Is there an explanation for any checks made payable to cash?
			15	All checks are pre-numbered and pre-printed?
			16	All disbursements are properly documented. Supporting documents include evidence of purchase, receipt and approval.
			17	Do all such support documents (for example, paid invoices, receipts for expenditures, etc.) have notations that show when they were paid?
			18	Do startup funds for fund raising activities include documentation of checking out and checking in those funds?
			19	Voided checks are organized and available for inspection.
			20	Printed pre-numbered receipt forms are properly used for receipt of cash.
			21	Restrictive endorsement (i.e. "for deposit only") is visible on incoming checks as soon as they are received. This would be observed if any checks had not yet been deposited.
			22	Duplicate copies are maintained of receipts of cash.
			23	Bank deposits are certified by means of a duplicate deposit slip or entry in the passbook.
			24	Checks returned by the bank for insufficient funds are controlled and a follow-up maintained.

