



# Lincoln-Adams Annual 4-H Chartered Club Plan & Budget

**Please return this completed form to the Extension Office by October 31<sup>st</sup>.**

Lincoln-Adams: WSU Extension, 205 W Main Ave., Ritzville, WA 99169 or julie.hartz@wsu.edu

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

\_\_\_\_\_   
 Facebook Group Page or Web Address

\_\_\_\_\_   
 Regular Meeting Place

\_\_\_\_\_   
 Regular Meeting Date and Time

**Key Leaders                      Name                      Phone                      Email or contact address**

**General Leader:** \_\_\_\_\_

**Bank Account**

**Adult Signatory 1:** \_\_\_\_\_

**Adult Signatory 2:** \_\_\_\_\_

\*\*\*\*\*

**Club Officers:** (If elections held later in year, provide update after elections)

**President\*:** \_\_\_\_\_

**Reporter:** \_\_\_\_\_

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

**Recreation:** \_\_\_\_\_

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

**Historian:** \_\_\_\_\_

**Youth Treasurer\*:** \_\_\_\_\_

**Sgt. at Arms:** \_\_\_\_\_

**Scrap Book:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Jr./Teen Leaders:** \_\_\_\_\_

**\*REQUIRED**

**Club Plans**

**Focus/Theme:** \_\_\_\_\_

**Service Project(s):** \_\_\_\_\_

**Fundraiser(s):** \_\_\_\_\_

**Club Goals for year:**

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

## Club Program Calendar

Month	Meeting Date(s)	Educational Focus
October		
November		
December		
January		
February		
March		
April		
May		
June		
July		
August		
September		

## Preliminary Budget

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 does not recommend a group maintain more money than it needs to operate from year to year. Your club/unit should not keep more money than was spent on expenses last year, unless you know of a future major expense for which you are saving.*