



Maryland 4-H Club/Affiliated Partner

Annual Financial Report

INSTRUCTIONS: Complete all sections of this form and attach supplemental forms and documents as required. This form must be signed by both Organizational Club Leaders and verified by the county/city 4-H Educator or designated 4-H faculty/staff member.

Name of 4-H Club/Affiliated Partner:			
County/City 4-H Program:		Club/Affiliated Partner's EIN:	
Financial Year: <i>July 1 – June 30</i>		Due to local 4-H Office by:	

Bank Account Information

4-H Clubs/Affiliated Partners are authorized to have no more than ONE checking account and ONE savings account unless approved by the Maryland State 4-H Office in writing.

		Beginning Balance <i>(July 1)</i>	Total Income	Total Expenses	Ending Balance <i>(June 30)</i>
Bank Name					
Account Type					
Account Number					
Debit Card linked to this account? ☐ Yes ☐ No					
Authorized Signers*					
Bank Name					
Account Type					
Account Number					
Debit Card linked to this account? ☐ Yes ☐ No					
Authorized Signers*					
Total 4-H Club/Affiliated Partner Funds					

* Only certified UME 4-H Volunteers who are enrolled as Leaders for this club may be club account signatories.

Online Payment Service Account Information (If Applicable)

4-H Clubs/Authorized Partners are authorized to have no more than ONE nonprofit client digital payment account (Paypal, Venmo, etc.).

Platform/Company	_____	Linked club email	_____
Account Number	_____	Authorized User	_____



Tax Filing (IRS Form 990)

Please attach copies of the below listed documents to this form.

- A copy of the IRS filing (Note: You must click on the word “**Print**” in blue on the IRS confirmation webpage after the filing is completed. You cannot reprint the filing after you close the webpage.)
- Confirmation Page/Proof of acceptance of the filing by the IRS.

Comments (if applicable): _____

☐ City/County 4-H Office will file on behalf of the 4-H Club/Affiliated Partner.

Club/Affiliated Partner Property

Check the appropriate statement(s):

☐ This 4-H Club/Affiliated Partner has no accountable durable* property to report.

☐ This 4-H Club/Affiliated Partner owns and maintains accountable durable* property. Please see Schedule A attached hereto and made a part hereof. By signing below, the property inventory listed on Schedule A attached hereto is true and complete to the best of our knowledge. We have accounted for and/or verified the location of all items listed on Schedule A. Documentation of ownership and/or disposal of listed items is maintained in the Club/Affiliated Partner records.

***Durable property is an item that has a continuing use, is not consumed in use, is of a durable (lasting) nature with an expected life of one or more years, and is valued at \$25 or more.**

CERTIFICATION

This annual financial summary and attachments are true and complete to the best of our knowledge. Transaction ledgers, receipts, bank/account statements, and other supporting documents are recorded in the club/Affiliated Partner Treasurer's book. The signatures below certify we have reviewed this club's/Affiliated Partner's financial records and prepared this report based on the review.

Club Leader – Printed Name

Club Leader - Signature

Date

Club Leader – Printed Name

Club Leader - Signature

Date

4-H Program Review

Reviewed & accepted by:

4-H Faculty/Staff Member– Printed Name

4-H Faculty/Staff Member - Signature

Date

SCHEDULE A

Name of 4-H Club/Affiliated Partner:	
County/City 4-H Program:	

Instructions: Schedule A is a living document that should be updated as needed throughout the year. It is intended to rollover year to year so that it doesn't have to be replicated each and every year. Please review the below to make sure it is accurate and complete before attaching it to the Annual Financial Report and submitting it to your local 4-H Office. Attach additional pages if needed.

Property Owned & Maintained by Club/Affiliated Partner				
Item Description (Include serial number or other unique identifier)	Approximate Value or Original Purchase Price	Date Acquired	Date of Disposal	Storage Location

***Durable property is an item that has continuing use, is not consumed in one use, is of a durable (lasting) nature with an expected life of one or more years and is valued at \$25 or more.**