

# Maryland 4-H Youth Development

To Make the Best Better

University of Maryland Extension



**\*\*Due to: County/City 4-H Office September 30\*\***

## ANNUAL FINANCIAL SUMMARY REPORT

4-H Club/Authorized Group Name: \_\_\_\_\_

Period Covered: July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_

- Beginning Balance: July 1 \$ \_\_\_\_\_
  - Savings \$ \_\_\_\_\_
  - Checking \$ \_\_\_\_\_
  - CD(s) \$ \_\_\_\_\_
  - Other \$ \_\_\_\_\_
  
- Income (Add income of 12 monthly reports) \$ \_\_\_\_\_
  - Total income into categories below (Should equal total of categories to the left.)
  - \_\_\_\_\_ \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_
  
- Expenses (Add expenses of 12 monthly reports) \$ \_\_\_\_\_
  - Total expenses into categories below (Should equal total of categories to the left.)
  - \_\_\_\_\_ \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_
  
- Ending Balance: June 30 \$ \_\_\_\_\_
  - Savings \$ \_\_\_\_\_
  - Checking \$ \_\_\_\_\_
  - CD(s) \$ \_\_\_\_\_
  - Other \$ \_\_\_\_\_

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### Instructions:

Add **Income** to **Beginning Balance**

Subtract **Expenses**

Sum should equal **Ending Balance**

**Audited by: Signatures of two 4-H Members and two Adults required.**

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Adult Signature

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Adult Signature

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

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

**NOTE: Audit Committee cannot be related to each other or the treasurer.**

**4-H Office Use Only**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_