

**4-H CLUB YEAR END REPORT FOR OCTOBER \_\_\_\_ - SEPTEMBER \_\_\_\_**

The purpose of this report is to give 4-H members who have completed at “least one recognized 4-H project” credit and recognition.

To ensure each member who deserves credit received it, you, the 4-H Leader should:

- Complete this form.
- Return it to the 4-H Office.
- **Please return no later than September 24th.**

**Completion Certificates and pins** will be sent from the 4-H Office after receiving this completed form. Pins are provided without charge for 1st, 5th, and 10th year members. Pins denoting other years of completion may be purchased at \$1.50 each. Every member who has completed at least one project should receive a Completion Certificate.

**Recognition Program** - Clubs may choose to hold their own Recognition Program, or to join with other clubs in their area.

Name of 4-H Club or Independent Member \_\_\_\_\_

Reporting Leader \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Indicate Achievement/Recognition Program Plans, if any:

Date \_\_\_\_\_ Location \_\_\_\_\_

**I. PROJECT COMPLETION**

List 4-H members and indicate the 4-H Project(s) each has completed.

Member's Name (i.e., Mary Doe)	Project(s) Completed - <b>Be Specific</b>	Years Completed
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

**(Use second sheet, if needed.)**

Member's Name

Project(s) Completed - **Be Specific**

**Years**

(i.e., Mary Doe)

**Completed**

- |     |       |       |       |
|-----|-------|-------|-------|
| 11. | _____ | _____ | _____ |
| 12. | _____ | _____ | _____ |
| 13. | _____ | _____ | _____ |
| 14. | _____ | _____ | _____ |
| 15. | _____ | _____ | _____ |

**II. COMMUNITY SERVICE ACTIVITIES**

Please describe activity(ies). Number of Participants, (when, where, etc.)

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**III. OTHER ACCOMPLISHMENTS**

Please describe one aspect or accomplishment of the club this past year that you feel especially good about.

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**IV. OTHER COMMENTS**

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# 4-H Club Financial Statement

for year ending September 30, \_\_\_\_\_

Club Name \_\_\_\_\_ Organizational Leader \_\_\_\_\_

Income for Year:

Dues paid by members \_\_\_\_\_

Fund Raisers (List each individually) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Income (1) \_\_\_\_\_

Expenses:

Activity and Program Expenses  
(Trips, crafts, parties, etc.) \_\_\_\_\_

Fund Raising Expenses  
(Cost to purchase/produce items to sell) \_\_\_\_\_

Other Expenses \_\_\_\_\_

Total Expenses (2) \_\_\_\_\_

*Difference* between income (line 1) and expenses (line2) (3) \_\_\_\_\_

Cash on hand - *beginning of year* (bank balances plus cash not deposited) (4) \_\_\_\_\_

Cash on hand - *end of year*: Add or subtract lines 3 and 4 -  
(If line 1 is more than line 2 add; if line 2 is more than line 1 subtract.) Balance \_\_\_\_\_

*Balance must equal cash in bank account(s) plus cash not deposited in bank account(s).*

Signed by club Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Signed by Organizational Leader \_\_\_\_\_ Date \_\_\_\_\_

*The financial statements have been received and approved and, where applicable, the following actions have been authorized:*

\_\_\_\_\_ Approval to carry over balance into new year.

\_\_\_\_\_ Club must transfer funds to the Cornell Cooperative Extension Assoc.

Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Extension Educator \_\_\_\_\_ Date \_\_\_\_\_