



Maryland 4-H Financial Reporting

Maryland 4-H Club/Group Annual Financial Summary

Financial Year July 1, _____ to June 30, _____

Due to County/City 4-H Office by: _____

Club/Group Name: _____

Bank Name: _____ Club's EIN: _____

Bank Address: _____

Full names of ALL persons authorized to sign checks, make deposits or withdraw funds on the accounts listed below: _____

Account Type	Account Number	Beginning Balance (July 1)	Total Income	Total Expenses	Ending Balance (June 30)
<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other (specify)					
<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other (specify)					
<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other (specify)					
Total Funds					

Attach additional pages if necessary to record all accounts

Certification and signatures required on page 2



CERTIFICATION:

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

**This form must be signed by two youth members/club officers and two adult volunteers, as indicated below. If any of the signers are immediately related (parent & child, spouses, etc) the county/city 4-H Educator must review and approve this report.*

_____	_____	_____
Club/Group Treasurer – Printed Name	Club Treasurer - Signature	Date
_____	_____	_____
Club/Group President – Printed Name	Club President - Signature	Date
_____	_____	_____
Club Leader – Printed Name	Club Leader - Signature	Date
_____	_____	_____
Club Volunteer – Printed Name	Club Volunteer - Signature	Date

Received By:

_____	_____	_____
4-H Office Staff – Printed Name	4-H Office Staff - Signature	Date

Reviewed By:

_____	_____	_____
4-H Educator – Printed Name	4-H Educator - Signature	Date

4-H STAFF INSTRUCTIONS

- Upload completed and reviewed report to the club/group 4-H Online record.
- Maintain original document in club file at county/city office.