



# \_\_\_\_\_ 4-H Club Annual Budget Worksheet

## Our 4-H Club Fiscal Overview:

4-H Club Employer Identification Number (EIN) \_\_\_\_\_

YES NO Our 4-H Club has a checking account at \_\_\_\_\_ (Name of Financial Institution)

Minimum checking account balance required to avoid monthly bank fees: \$\_\_\_\_\_

YES NO Our 4-H Club has a savings account at \_\_\_\_\_ (Name of Financial Institution)

Minimum savings account balance required to avoid monthly bank fees: \$\_\_\_\_\_

## Total 4-H Club Assets:

A. Checking account balance as of \_\_\_\_\_ (Date) \$\_\_\_\_\_

B. Savings account balance as of \_\_\_\_\_ (Date) \$\_\_\_\_\_

C. Other source of funds as of \_\_\_\_\_ (Date) \$\_\_\_\_\_

**D. Total 4-H Club assets (add lines A + B + C) \$\_\_\_\_\_**

## How Large Can Our 4-H Club Treasury Balance Be?

### Formula for Maximum 4-H Club Treasury Balance

Current year of club expenses (from 4-H Club Annual Financial Statement)

+ One additional year of same expense dollars

Maximum allowable 4-H Club treasury balance

A 4-H club is required to manage their treasury responsibly. All 4-H club funds must be used to support the 4-H program and educational activities of its members. Refer to *An Introduction to 4-H Club Finances* fact sheet for additional fundraising guidelines, including community service projects conducted by the club to benefit outside organizations.

4-H Clubs should only plan fundraisers when additional funds are needed to meet the needs of their budget and goals for the coming year. Don't conduct fundraisers just because your 4-H club has always had one every year.

The 4-H club is not allowed to accumulate excessively large fund balances as defined in the formula above.

\* YES NO Does our 4-H club treasury exceed the maximum allowable balance?

**If you answered "yes" to this question,** your 4-H club must submit a **4-H Club Long Term Spending Plan** form to their County Extension Director along with the fiscal review and *Illinois 4-H Club Treasurer's Book* describing their specific goals or purposes that require the growth of their treasury to such large balances along with a timeline to complete the project.



# \_\_\_\_\_ 4-H Club Annual Budget Worksheet

4-H Club Program Year: September 1, 20 \_\_\_\_\_ through August 31, 20 \_\_\_\_\_

1. **Beginning Checking Account Balance (from 4-H Club Annual Financial Statement) \$ \_\_\_\_\_**

2. **Estimated 4-H Club Income:**

**Income:**

A. Donations \$ \_\_\_\_\_

B. Fundraisers \$ \_\_\_\_\_

C. Other: \_\_\_\_\_ \$ \_\_\_\_\_

D. Other: \_\_\_\_\_ \$ \_\_\_\_\_

E. Transfer from savings account \$ \_\_\_\_\_

**F. Total Estimated Income (add line A - E) \$ \_\_\_\_\_**

3. **Estimated 4-H Club Expenses:**

**Expenses:**

A. Meeting expenses / speaker fees \$ \_\_\_\_\_

B. Food / refreshments \$ \_\_\_\_\_

C. Project manuals / workshops \$ \_\_\_\_\_

D. 4-H Program fees \$ \_\_\_\_\_

E. 4-H Club trips \$ \_\_\_\_\_

F. Awards / scholarships \$ \_\_\_\_\_

G. Community service activities \$ \_\_\_\_\_

H. Rental fees \$ \_\_\_\_\_

I. "Rainy day" funds for repairs / replacement \$ \_\_\_\_\_

J. Club insurance (optional) \$ \_\_\_\_\_

K. Other: \_\_\_\_\_ \$ \_\_\_\_\_

L. Other: \_\_\_\_\_ \$ \_\_\_\_\_

**M. Total Expenses (add lines A - L) \$ \_\_\_\_\_**

4. **Estimated Ending Balance (Line 1 plus Line 2F minus Line 3M) \$ \_\_\_\_\_**

**Our 4-H Club annual budget was prepared by the following 4-H club officers and adult club leader(s):**

\_\_\_\_\_  
(Club officer)

\_\_\_\_\_  
(Club officer)

\_\_\_\_\_  
(Club officer)

\_\_\_\_\_  
(Club officer)

\_\_\_\_\_  
(Adult leader)

\_\_\_\_\_  
(Adult leader)

**This budget was presented and approved by the 4-H Club on \_\_\_\_\_. (Meeting date)**