

Finishing for the Year

Form 6.3 Annual Financial Report

ANNUAL FINANCIAL REPORT

July 1, _____ to June 30, _____

Country: _____ Treasurer Name: _____
 Club Name: _____ Treasurer Phone: _____
 EIN: _____ Treasurer Email: _____

Bank Account (Complete a separate Form 6.3 for each account)
 Checking Savings Other

Bank Name: _____ Last 4 Digits of Account Number: _____

Balance at the end of the previous year \$:

MONTH	TOTAL INCOME	TOTAL EXPENSES	BALANCE
July			
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
TOTAL FOR THE YEAR	\$	\$	\$

Form 6.3 – Use your bank statements to complete this form NOT your ledger. A separate form must be completed for every club account (checking/savings).

Financial Forms

Form 8.5 – Year End Club Peer Review

4-H CLUB PEER REVIEW COMMITTEE REPORT

Year End Due Date: _____ Peer Review Date: _____

Club Name: _____ HS Tax ID #: _____
 Checking Account # (last 4 digits): _____ Bank Name: _____
 Savings Account # (last 4 digits): _____ Bank Address: _____
 Name(s) authorized to sign on checking account: _____
 Out bank records are in the possession of: _____

4-H CLUB PEER REVIEW COMMITTEE

The peer review committee should be composed of two (2) 4-H adult volunteers and two (2) 4-H members. Committee members should not include the treasurer, trustees of the treasurer or anyone who has authority to sign checks.

PROCEDURES FOR 4-H CLUB PEER REVIEW COMMITTEE

1. Check each month's reconciled bank statement and cancelled checks. If the treasurer found differences during the month, ask what was done to make corrections. Verify that the authorized, unrelated 4-H members or adult volunteers signed all checks. Verify that the signer is not the same person as the signer.
2. Check the ledger entries and make sure that the entries are complete and up-to-date. Compare the ledger postings to checks, bills, receipts and deposits. If discrepancies are found, call the treasurer to explain.
3. Examine all voided checks. If a voided check is not on file, verify that the check has not cashed the bank by examining the bank statement to make sure the voided check register is not filed.
4. Total all money paid and checks received. Receipts must be written for all funds collected. Verify that receipts are in numerical sequence and that all funds are listed on the ledger.
5. Total all deposits made to the bank account. The total should equal the total of all funds received as recorded in the ledger, club monthly reports and receipt book.
6. Total all money spent. The total should equal the total of all expenses as recorded in the ledger, club monthly reports and receipt book. Verify that all expenses were paid by check and not in cash.
7. Look at the Annual Financial Report. Verify that the expense and deposit amounts listed agree with the amounts in the ledger, the total in the check register, receipt book and the bank statements.
8. Check the end of year balance. Verify that the treasurer's total balance at the beginning of the year plus all funds received, minus all expenditures, equals the treasurer's total balance at the end of the year.

Bank balance at the beginning of the year (in all funds received): _____
 (+) All deposits: _____
 (-) Current Expenses: _____

9. Examine the club's inventory list and annual inventory report. The 4-H club should inventory all items that have been obtained. Any items or similar items with a dollar value of \$1,500 or more in 4-H items (5000 dollars inventory for 2019) or any 50,000 dollar value must be included in Form 6.2, the Annual Inventory Report. Additionally, inventory forms valued at 50,000 must be included in the 4-H Annual Financial Reporting System online.

Financial Forms

Form 8.6 – Year End Club Peer Review Checklist

4-H CLUB PEER REVIEW CHECKLIST

<input type="checkbox"/> 4-H Club budget prepared, approved, or filed	<input type="checkbox"/> Check request forms with attached receipts or bills
<input type="checkbox"/> Receipts for all income	<input type="checkbox"/> Cancelled and voided checks if deposit slips
<input type="checkbox"/> Monthly 4-H club ledger reports	<input type="checkbox"/> Inventory report
<input type="checkbox"/> Fundraising proposals	<input type="checkbox"/> Copy of Checkbook register
<input type="checkbox"/> Reconciled bank statements	

Attach additional pages as needed

The Peer Review Committee found the following:	Recommendations:

This certifies that the peer review committee has reviewed the financial records and finds them:

In order
 In order upon implementation of the recommendations
 Requiring further review and action

Name and signature of peer review committee:

Name (Please Print)	Signature	Date
Name (Please Print)	Signature	Date
Name (Please Print)	Signature	Date

Forms 8.5 and 8.6 – Peer review. This document is required. A peer review includes 2 adults and 2 youth that are NOT the club treasurers, account signers, or related to the club treasurer/account managers.

Amounts must match that of form 6.3
 Review all documents. Make recommendations.

Home

Resources

- Member Resources
- Volunteer Resources
- For Staff
- Latino Initiative Resources
- Branding Toolkit
- California 4-H Policies
- Learning and Development
- Financial Reporting**
- Enrollment Forms
- 4-H Manuals & Publications
- 4-H Curricula
- 4-H Evaluation
- Research

DONATE NOW

4-H Unit Annual Financial Reporting

Currently accepting reports for program year: July 1, 2018 - June 30, 2019
 Today is August 16, 2019

- Unit Sign-in
- County Sign-in
- Slate Sign-in

Trouble signing-in?
 This application requires a browser that supports the latest security standards. If you are not using the latest browser then you may experience an issue accessing the ANR Portal. It is recommended to use the latest browser version available.
 Recommended browsers are: **Firefox**, **Chrome**, or any other browser that supports modern standards.
 Here's [more information](#).

Important Dates	
July 1, 2019	System opens for 4-H Units for report entry for 2018-2019.
July 1, 2019	System opens for County 4-H Staff to review 4-H Unit Annual Financial Reports submitted for 2018-2019 program year.
September 15, 2019	Last day for 4-H Units to login to Annual Financial Reporting system and submit reports for 2018-2019.
September 16, 2019	System no longer accessible for 4-H Units to submit Annual Financial Reports online.
November 1, 2019	Reporting system information is still available to County 4-H Staff as view-only. All 4-H unit reports must be Complete.

Online Reporting – Use form 6.3 totals. All expenses and income from bank statement only. Only report inventory items valued a 1,500.00 or more (fair market value).

Review all totals. Once submitted you cannot edit.