

Michigan 4-H Group Annual Financial Summary Report Form for Groups with Funds (financial account(s) or cash)

Your county 4-H staff can accept this form between September 1st and October 1st.

For more details regarding the information below, reference the
[4-H Financial Manual for Volunteers](#).

Dear 4-H volunteer,

Thank you for completing the Annual Financial Summary Report (AFSR) form to account for your 4-H group's yearly financial activity. **We are excited to share that we have created two separate AFSRs for you to select from this year!** There is an **Annual Financial Summary Report for 4-H Groups with Funds** (groups with cash or financial accounts will use this form) and a separate simplified **Annual Financial Summary Report for 4-H Groups with No Funds** (groups with no cash or financial accounts are to use this form).

Please read the following information carefully to help you complete the appropriate AFSR, and it will guide you in submitting the proper form to your 4-H staff member. All 4-H chartered groups must submit a completed AFSR each year by October 1 of the following program year to remain in good standing. (Example: if you are reporting on the financials of your group for September 1, 2024, to August 31, 2025, this form is due no later than October 1, 2025). These forms may now be completed digitally for easy access or in hard copy (paper forms) if preferred. We will only accept AFSR forms updated as of July 2025.

COMPLETING THE REQUIRED FIELDS

Several fields on this form are REQUIRED. The REQUIRED fields (indicated by a red border or an asterisk, *, on the paper forms).

SUBMITTING THE HARD COPY FORM

Send the completed form (with any additional supporting documents such as minutes or additional information) to your County 4-H Staff by dropping it off to your County office or sending through USPS.

Form **should not** be emailed due to security concerns as it may contain bank account information.

INSTRUCTIONS FOR COMPLETING THE AFSR FOR GROUPS WITH FUNDS

Your county 4-H staff can accept this form between September 1st and October 1st.

GROUP INFORMATION - PART 1

- A. Complete Part 1 with the program year covered by the report, the county, the 4-H group's Employer Identification Number (EIN), and the 4-H group's legal name.
- B. Fill in the remainder of Part 1 if the group had an account(s) at a financial institution.
- C. If the group had no account at a financial institution, but had cash during the reporting period, confirm that you are operating with cash only in part 5.

GROUP INCOME AND EXPENSES – PART 2

- A. Adjusted treasury balance as of September 1 of last year
 1. Enter the balance in Line A that the group had on hand in a financial institution (or in a safe place at home if the group had less than \$100 and did not have an account).
 - I. For groups with an account(s) at a financial institution, the adjusted treasury balance as of September 1 last year (Line A) equals Line F on your club's Annual Financial Summary Report from last year.
- B. Taxable sales income
 1. On lines 1 and 2, list the income the group earned in the period by selling tangible personal

property (such as craft items, tack, cookbooks, calendars, plat books, bulletins, and food prepared on site, such as concession-stand sales). List the event, activity, date, and total amount raised.

- I. Line 1 is required; if there is no taxable sales income, type None in the box.
2. In addition to tangible personal property, the following sources of income are taxable. The amount earned must be included in this section of the report:
 - I. When a 4-H group holds a livestock auction or an animal sale, it is not responsible for reporting on the total amount of the sale. Since the sale is considered to be a transaction between two individuals, the seller and the buyer, and the council is viewed only as the transaction's broker, the council's income is only what it keeps as a sale commission. The amount of the sales commission is not taxable.
 - II. When a 4-H group auctions (in both live and silent auctions) items other than animals or prepared food (such as gift baskets, flowers, a fishing trip, etc.), the income the group earns is taxable.
 - III. When a 4-H group auctions (in both live and silent auctions) or sells animals that were donated to the 4-H group, the income the group earns is not taxable.
3. If more lines are needed to record the group's taxable sales, list them on an additional sheet. Enter the total from the additional sheet on line 3.

C. Non-taxable Income

1. On line 1, report total group dues the group collected.
2. On line 2, report total monetary donations received.
3. On line 3, list income from grants and services such as car washes and babysitting, the sale of food not prepared on site such as bake sales, candy sales, cookie dough or pizza kits. List the event or activity, the date and the total amount raised.
4. If more lines are needed to record the group's nontaxable income, list them on an additional sheet. Enter the total from the additional sheet on line 4.

D. Expenses

1. Use lines 1 through 4 to summarize expenses for each event or activity. List the event, the date, and the total amount spent (for example, a pizza party might include pop, pizza, plates, cups, napkins, and cookies). Be sure to include information from prizes awarded at fundraisers and sales tax recorded on last year's Annual Financial Summary Report (Part 3).
 - I. Line 1 is required; if there are no expenses, type None in the box.
2. If more lines are needed to record the group's expenses, list them on an additional sheet. Enter the total from the additional sheet on line 5.

E. Account balance at the end of the period

F. Add checks, subtract deposits, and the adjusted treasury balance

1. Does the amount in (F) "Account balance at end of the period" agree with the statement balance on September 1 of the current year?
 - I. If yes, enter "0.00" next to (G) and (H). The adjusted treasury balance in (I) will be the total after all calculations.
 - II. If no: Total the checks written that have not shown on the current year's September statement and enter this total next to (G). Total the deposits made that have not shown on the current year's September statement and enter this total next to (H). The adjusted treasury balance in (I) will be the total after all calculations.
2. This action is essentially the same as reconciling a checkbook; it figures the adjusted treasury balance.
3. Note: If (I) still does not agree with the beginning statement balance of September 1 of the current year, go back and check that all of the period's income and expenses were included. If the figures still do not agree, review the period's financial transactions with a new person who has not been involved with the treasury. The county 4-H staff person may

be able to provide guidance.

G. Complete questions 1-5 at the bottom of Part 2.

STATE SALES TAX – PART 3

- A. Using the formula provided, calculate the sales tax due for your group.
- B. Make a check or money order payable to “Michigan State University” and submit the check, along with the completed Annual Financial Summary Report to the MSU Extension office no later than October 1st.
- C. Record this amount as an expense on next year’s Annual Financial Summary Report.
- D. If the group had no taxable income, skip Part 3 and go to Part 4.

INVENTORY OF 4-H GROUP PROPERTY – PART 4

- A. 4-H group property includes all the items purchased using 4-H funds and any items donated to the 4-H group (ex. flags).
- B. List if the group had property during the program year. Provide the requested information to the best of your knowledge. If more space is needed, attach an additional sheet (with the same headings as the table). Once an item has been listed as “discarded” on the inventory, it does not need to be listed on future Annual Financial Summary Reports.

SIGNATURES AND REVIEW – PART 5

- A. Make sure to have at least one copy of the group minutes, treasurer’s report, and debit card agreement (if applicable).
- B. Complete the 3 questions that follow.
- C. Using a pen, you will then sign the report and include your phone number.
- D. Send the completed form (with any additional supporting documents such as minutes or additional information) to your County 4-H Staff by dropping it off to your County office or sending through USPS.
 - 1. Form **should not** be emailed due to security concerns as it may contain bank account information.

Annual Financial Summary Report for Groups with Funds

Hard Copy Version

Directions: Complete each section of this report for groups that had a treasury, collected or spent funds, or accepted donations and submit it to your county staff no later than October 1st.

REQUIRED fields are marked with an asterisk (*)

Part 1: Group Information

*For the period of September 1, 20_____ to August 31, 20_____ *County_____

*EIN _____ *Group name _____

Financial account(s) information (if there are no financial account(s), confirm that you are operating with cash only in Part 5)

Financial Institution Name _____ Full Account # _____

Type: Checking ____ Savings ____ CD/Money Market ____ Other ____

Signatories _____, _____, _____

Financial Institution Name _____ Full Account # _____

Type: Checking ____ Savings ____ CD/Money Market ____ Other ____

Signatories _____, _____, _____

Financial Institution Name _____ Full Account # _____

Type: Checking ____ Savings ____ CD/Money Market ____ Other ____

Signatories _____, _____, _____

Part 2: Group Income and Expenses

*Adjusted treasury balance as of September 1 of last year	A	*\$
Taxable sales income (list each separately; attach additional sheet if necessary)		
*1. _____		*\$
2. _____		\$
3. Total from an additional sheet		\$
Taxable sales subtotal (add items 1-3 above)		*\$
Nontaxable income (list each separately; attach additional sheet if necessary)	B	
1. Group Dues Collected		\$
2. Total monetary donations received		\$
3. _____		\$
4. Total from an additional sheet		\$
*Nontaxable income subtotal (add items 1-4 above)	C	*\$
*Total income for the period (add B and C)	D	plus *\$
Expenses (list each separately; attach additional sheet if necessary)		
*1. _____		*\$
2. _____		\$
3. _____		\$
4. _____		\$
5. Total from an additional sheet		\$
Total expenses for the period (add lines 1-5 above)	E	minus *\$
Account balance at end of the period (add A and D; then subtract E)	F	equals *\$
Add checks that have not shown up on a statement	G	plus *\$
Subtract deposits that have not shown up on a statement	H	minus *\$
Adjusted treasury as of August 31	I	equals *\$

- *Does the adjusted treasury balance match the bank statement balance? Yes____ No____
- *The account statement was reconciled each month. Yes____ No____
- *There is written documentation that all expenses were approved through an approved budget or by a vote of the full membership. Yes____ No____
- *Does this group have any uncashed checks issued between Sept. 1 and Feb. 1? If Yes, attach a sheet with a list of uncashed checks including check number, date, to, and amount. Yes____ No____
- *What was the group's total account balance as of June 30 of this period? \$_____

Annual Financial Summary Report for Groups with Funds, continued

Part 3. Sales Tax

This section indicates if the group owes taxes on sales.

Total taxable sale (Part 2, line B): *\$ _____

Divide the amount by 17.67= *\$ _____ **This amount of sales tax the 4-H group owes.**

Make a check or money order payable to "Michigan State University" and **submit the check with this Annual Financial Summary Report to the MSU Extension office by October 1st.**

Part 4. Inventory of 4-H Group Property

If the group has property, fill in the chart below. If the group has no property, confirm in Part 5.

"4-H group property" is defined as all items purchased with 4-H group funds, as well as all items donated to the 4-H group (ex. flags).

If the 4-H group has property, list below and on additional sheets (with the headings as the table below) if necessary, all existing group property. List consumable items (such as food, tape, or paper plates) only if the amount is so significant that the items will last more than a year. **This form section needs to be completed each year. Writing "same as last year" is not acceptable.**

If the group disbands, all non-consumable (not eaten or worn) property must be returned to the MSU Extension office within 10 business days of the group's final date of operation.

Year Purchased or Received	Quantity	Item Description	Value When New	Storage Location	If Discarded Last Year, Explain Why

Part 5. Signatures and Review

* ☐ Attached is at least one copy of club minutes, a treasure's report, and any additional sheets of income and/or expenses from the AFSR that did not fit on the form. If applicable, attach a debit card use plan.

* Does the group have a debit card? Yes _____ No _____ If so, who are the two cardholders? _____

* Does the group operate only with a cash treasury (less than \$100 for more than 30 days)? Yes _____ No _____
(if the 4-H group opens an account at a financial institution in the future, the group must notify the county MSU Extension 4-H staff within 10 business days.)

* Does the 4-H group have property? Yes _____ No _____

I hereby certified that the information provided above is true, accurate, and complete to the best of my knowledge and belief.

*Signature of 4-H Gold Level Volunteer who prepared this report

*Date

*Phone

Office Use Only

*Signature of 4-H staff who reviewed this report

*Date