

# Michigan 4-H Group Annual Financial Summary Report Form for Groups with No Funds (financial account(s) or cash)

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

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 email and carbon copy (cc)

[MSUE.4HFinancial@campusad.msu.edu](mailto:MSUE.4HFinancial@campusad.msu.edu) with the file name described below in the subject line, drop off to your County office or send through USPS.

## **SAVING THE FILE / NAMING THE FILE**

PLEASE use the following naming convention when naming your file. YY-YY\_AFSR\_XXXXCounty\_ClubName

Please save it in a location on your hard drive (or desktop) where you can easily find it again.

For the YY-YY, you should list the YEAR for which you're reporting (this should match the value you enter in the "Program Year" field in Part 1 of the form). You should insert YOUR County name for the XXXX before County in the file name and YOUR 4-H group name (with no spaces) in the ClubName at the end of the file name.

(i.e. 24-25\_AFSR\_InghamCounty\_Test4-HClub)

# INSTRUCTIONS FOR COMPLETING THE AFSR FOR GROUPS WITH NO FUNDS

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

## **GROUP INFORMATION - PART 1**

- A. Complete Part 1 with the program year covered by the report, the county, the 4-H group's name and the 4-H group's Employer Identification Number (EIN).

## **INVENTORY OF 4-H GROUP PROPERTY – PART 2**

- 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 3**

- A. Make sure to have at least one copy of the group minutes (this is encouraged, but not required).
- B. If the group had no account at a financial institution or cash during the reporting period, verify by clicking Yes.
- C. If the group has no property, verify by clicking No.
- D. Send the completed form (with any additional supporting documents such as minutes or additional information) to your County 4-H Staff by email and carbon copy (cc) [MSUE.4HFinancial@campusad.msu.edu](mailto:MSUE.4HFinancial@campusad.msu.edu) with the file name described below in the subject line, drop off to your County office or send through USPS.

# Annual Financial Summary Report for Groups with No Funds

## Hard Copy Version

**Directions: Complete each section of this report.** Groups without a financial account or cash treasury during this reporting period must still complete this form and submit it to your county staff no later than October 1st. 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.

### Part 1: Group Information

\*For the period of September 1, 20\_\_\_\_to August 31, 20\_\_\_\_\* \*County\_\_\_\_\_\*

\*Group name \_\_\_\_\_\* \*EIN\_\_\_\_\_\*

### Part 2: 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 3.

"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 3. Signatures and Review

☐ Attached is at least one copy of the club minutes (this is encouraged, but not required).

\*Did this group have any account(s) at a financial institution or a cash treasury during the reporting year? Yes\_\_\_\_\_ No\_\_\_\_\_\*

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

I hereby certify 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\*