



Ohio 4-H Club / Affiliate Yearly Financial Summary

Due January 31

Dear 4-H Volunteer,

Thank you for taking the time to complete this form to account for your club's yearly financials. Please carefully read the following information to assist you in filling out this form correctly. Additionally, the following information will provide guidance on how to **submit** the form to your county's 4-H office. Please note that this form must be completed for each calendar year's bank transactions for your club. This form must be completed by January 31 of the following year. (Example: if you are reporting on the financials of your club for calendar year 2012, this form is due no later than January 31, 2013).

COMPLETING THE FORM: MANDATORY FIELDS

Several fields on this form are MANDATORY. Several buttons ('Save As,' 'Print,' 'Hide account information,' and 'Email' buttons) are NOT visible on the form until all the mandatory fields are completed. The mandatory fields (indicated by a red asterisk, *, on the following pages) include the following fields:

Club / Affiliate Information

- Program Year
- Club / Affiliate Name
- (Club / Affiliate) County
- Name of person completing this 'Ohio 4-H Club / Affiliate Yearly Financial Summary Form' (i.e., YOU!)

Bank Information

- Bank Name
- EIN
- Account number
- Bank Address
- (Bank) State
- (Bank) Zip Code
- Account signer name(s)
[You MUST provide at least 1 name, but you SHOULD list all names that are designated signers for the account you are describing].
- Beginning account balance *[this should be the amount that was in your account as of January 1 of the program year on which you are reporting].*

TABLES: ADDING AND DELETING ITEMS

Please note that the form has three tables -- one for account signer names, one for club / affiliate income, and one for club / affiliate expenses. Each of these tables can "grow" -- you may add more lines (as many as necessary) to the tables by clicking the "Add ..." buttons near the top left of each table. You are expected to list ALL transactions that appear on your bank statement for the calendar year. To remove the last row in a table, click the "Remove last ... from list" button. *****NOTE: once the "Remove" button has been clicked for a table, the last item will disappear. THIS IS NOT AN ACTION THAT CAN BE UNDONE!!! Please exercise caution when using this button.*****

VALIDATING THE FORM / CHECKING FOR COMPLETED MANDATORY FIELDS

Once you have completed ALL mandatory fields, and filled in the appropriate information on the form for your club / affiliate for the program year, click the "Validate" button (which will be at the end of the last page of this form). The form will verify that you have completed all mandatory fields. If you pass the verification, the "Print" button will appear, as well as fields and buttons to hide / show the EIN and account number fields.

You must HIDE the account number and EIN fields before you can email the form, to add extra security during electronic file transmission. In the "Enter password to lock account information" field, type the following password: HideAccount! (the field IS case sensitive. Please note the capital H and capital A). Click the "Lock account information" button. The account number and EIN fields will be invisible on the form. When the form is received by your county's 4-H professional, they have the password to unlock and display the EIN and account number fields. The email buttons will now appear next to the hide / show account info fields.

SAVING THE FILE / NAMING THE FILE

Before you can email the form, you will be prompted to "Save As." PLEASE use the following structure when naming your file in the "Save As" process (please note that this filename matches the filename that appears in the footer of the summary page(s)):

Ohio4-HYearlyFinancials_XXXXCounty_XXXX

(You should insert **YOUR county name for the XXXX before County** in the filename and **YOUR club / affiliate name in the XXXX**).

Also, please refer to the text below the "Validate" button, that shows how you should name your file.



Ohio 4-H Club / Affiliate Yearly Financial Summary

Due January 31

*Program Year:

*Club / Affiliate Name:

*County in which 4-H club is based:

Bank Information

*Bank name: *EIN: *Account #:

*Bank address:

*City (of bank): State: *Zip Code:

*Type of account: Checking Savings Other

Add a signer name

Remove last signer name from list

Signer Name

***At least ONE name is required. List ALL names authorized as signers for the above account.*

* **Beginning account balance as of January 1,** *(should match bank statement):*

Club / Affiliate Income

Add income

Remove last income item from list

**Income Description (i.e., club dues, fund raisers,
club premiums, etc.)**

Income Amount

Total Income:



Ohio 4-H Club / Affiliate Yearly Financial Summary

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Club / Affiliate Expenses

Add an expense

Remove last expense from list

Expense Description (i.e., project books, member fees, booth supplies, awards, etc.)

Expense Amount

<u>Expense Description (i.e., project books, member fees, booth supplies, awards, etc.)</u>	<u>Expense Amount</u>

Total Expenses:

Ending account balance as of December 31 (should match bank statement):

*Name of person completing this *Ohio 4-H Club / Affiliate Yearly Financial Summary Form*:

Validate Form

Save file as: