

4-H Annual Financial Report 2025

4-H Clubs and Groups that have a checking and/or savings account must annually complete and submit the Annual Financial Report and supporting documents to the 4-H Program Educator by **November 1**.

This process allows the 4-H Club or Group to qualify for federal tax-exempt status under the University of Wisconsin Board of Regents General Exemption Number (GEN) for Wisconsin 4-H Clubs and Groups.

Failure to submit a completed Wisconsin 4-H Clubs & Groups Annual Financial Report and supporting documents by the due date could result in loss of tax-exempt status and forfeiture of all financial assets.

Steps:

1. **Complete annual financial report**
 - a. Fill out the 3 page report completely
 - b. Make sure you have all required signatures:
 - i. 4-H Adult Leader
 - ii. 4-H Youth treasurer/ officer
 - c. Use the enclosed 2023-2024 financial report to determine your beginning balances.
2. **Include a copy of your accounts register showing July 1, 2024 through June 30, 2025. (checking & savings)**
3. **Include a copy of all account statements showing the balance as of June 30 or July 1, 2025.**
 - a. Reconcile any differences between the account statements and financial report & attach reconciliation to report.
4. **Complete the financial audit**
 - a. Must be conducted by 2 persons.
 - i. The treasurer, signing leaders, or anyone authorized on the accounts or related to them **CANNOT** conduct the audit.
 - ii. It is suggested you have 1 4-H club leader/ volunteer and 1 teenage 4-H club member complete the audit. They can be in the club, they just can't be related to the signees.
 - b. Auditors need to complete the audit checklist AND sign and date page 3 of the financial report.
5. **Send all of the above completed documents to the address below by November 1st.**

Ashland County 4-H
201 Main Street West
Ashland, WI 54806

If you need assistance, contact:

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