



4-H Club or Group Management Tool Kit

4-H Club or Group Annual Budget

April 2012

The annual 4-H budget is used by the members, treasurer and other officers and 4-H volunteer leaders for planning expenses and approving bills.

- The annual budget is developed and voted on by the membership.
- Expenses outside of the approved budget must be presented and voted on prior to using the 4-H Club or Group's money. All votes must be documented in 4-H Club/Group minutes. This information is needed for the payment of the bills and annual 4-H financial audit.
- 4-H Club or Group budget is kept with the organization and available for review by the 4-H Youth Development Educator.

A tentative annual budget should be set by the officers and volunteer leaders at the beginning of each 4-H fiscal year or as soon as a new club is organized. Using the past years' expenses and projected annual expenditures will guide the development of the annual budget. 4-H Clubs and Groups are not to hold more than two times the projected annual expenditures total in reserve in all financial accounts.

The tentative budget is presented to the 4-H Club or Group members at the first possible meeting of the new fiscal year, discussed and approved. Record the vote in the 4-H Club or Group minutes. Make the changes that were agreed upon by the membership. This is the 4-H Club or Group's budget for the year. The 4-H fiscal year is July 1 through June 30.

Other Important 4-H Club or Group Financial Information:

- **Federal and State Laws:** 4-H Clubs and Groups must follow Federal and State Laws that affect any activity with 4-H money. [The 4-H Financial Management Website](#) provides information and links on handling 4-H money, collecting sales tax, securing raffle and gaming permits, registration and recording charitable donations, and other financial reporting to the IRS. The 4-H Youth Development Educator can provide assistance to 4-H clubs and groups.
- **Wisconsin 4-H Policies:** 4-H Clubs and Groups must follow [Wisconsin 4-H Youth Development Policies](#) for accepted financial practices. The 4-H Youth Development Educator can provide assistance to 4-H Clubs and Groups.
- **Fundraising:** Fund raising should only be conducted to meet a specific goal established through broad input of a 4-H organization's membership. Generally money raised during the course of the 4-H year should be spent that same year unless the fund raising goal is long term, such as the establishment of an endowment fund.
 - [4-H Fundraising](#) provides the critical guidelines for Wisconsin 4-H fundraising activities.
 - [4-H Fundraising: Private Support for the 4-H Program](#) is the 4-H National Headquarters Fact Sheet on fundraising.
- **Depositing and Investing 4-H Funds:** As with all public funds, there are specific rules and regulations that must be followed to ensure proper use and minimal risk. With the oversight from the 4-H Youth Development Educator, options for 4-H Clubs/Units/ Groups, options are outlined in the [4-H Youth Development Policies](#).

The budget tool that follows can be used by the 4-H Club or Group.

Additional resources including the Money Matters Fact Sheets are located on the [Money Matters Website](#) of 4-H Community Club Central. (<http://www.uwex.edu/ces/4h/clubs/money.cfm>)



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4-H Club or Group Name _____

Annual 4-H Club/Group Budget for July 1 _____ (Year) to June 30 _____ (Year)

Approved By 4-H Club Members: _____ (Date)

Income

List all 4-H Club or Group events and activities project activities that the 4-H club supports and all fund-raising events, including community service, recreation, educational events, field trips, etc. Be sure to list all sources of income. Expand this table as needed.

EVENT or ACTIVITY	DATE	ESTIMATED INCOME	SOURCE FOR INCOME (Fund Raising, Member Dues, Donations/Grant, Investment Income, Income for Youth Development Services)	ACTUAL INCOME

TOTAL INCOME: ESTIMATE \$ _____ ACTUAL \$ _____

EXPENSES

Include equipment, rental fees, participant fees, supplies, refreshments, postage, bank fees, insurance costs, etc. Be sure to list all costs. Expand this table as needed.

EVENT or ACTIVITY	DATE	ESTIMATED COSTS	SOURCE FOR COST (Fund Raising, Dues, Educational Supplies, Participant Fee, Postage, etc.)	ACTUAL COST

TOTAL EXPENSES ESTIMATE \$ _____ ACTUAL \$ _____

ESTIMATED SURPLUS OR SHORTFALL

Estimated Income - Estimated Expense = Surplus or Shortfall

\$ _____ -- \$ _____ = \$ _____ (surplus) OR \$ -- _____ (shortfall)