



4-H Club Management

4-H Club/Group Annual Budget

The 4-H Annual 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'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. Depending on your club's needs, you can use this form or make your own. 4-H Club/Group Budgets must be kept with the group 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 audit report will guide developing the annual budget. 4-H clubs and groups are not to hold more than one year's operating budget in reserve.

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

Other Important 4-H Club/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 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](#).

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4-H Club/Group Name : SAMPLE 4-H YOUTH COUNCIL BUDGET
4-H Club/Group Budget for July 1 2012 to June 30 2013
Approved By 4-H Club Members: June 6, 2012

Income

List all club 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.

EVENT or ACTIVITY	DATE	ESTIMATED INCOME	SOURCE FOR INCOME (Participant Fee, Grant, Donation, Club Savings Account)
<i>Fundraising</i>	2012	\$750	Dairy Breakfast, Car Wash, Festival of Arts Food Stand
<i>Member Dues</i>	2012	\$0	
<i>Donations</i>	2012	\$0	
<i>Income Investment</i>	2012	\$0	
<i>Income from Youth Development Services</i>	2012	\$300	YELL Registrations, Recreation activities (bowling, snacks, camping, etc.)
<i>Other (Pass Through)</i>	2012	\$300	YELL Registrations, Recreation activities

TOTAL INCOME: ESTIMATE \$1350

EXPENSES

Include equipment, rental fees, participant fees, supplies, refreshments, postage, bank fees, insurance costs, etc. Be sure to list all costs.

EVENT or ACTIVITY	DATE	ESTIMATED COSTS	SOURCE FOR COST (Participant Fee, Supplies, Postage, etc.)
<i>Fundraising Expenses</i>	2012	\$400	Food Stand Supplies, Car Wash Supplies, Food Stand Profit Donations
<i>Dues Paid to County</i>	2012	\$0	
<i>Educational Supplies</i>	2012	\$250	Meeting supplies
<i>Community Service Expenses</i>	2012	\$350	Countywide Service-Learning Supplies, other service-learning project support (ag-olympics, caroling, etc.)
<i>Other (Pass Through)</i>	2012	\$300	YELL Registrations, Recreation activities

TOTAL EXEPENSES ESTIMATE \$1300

ESTIMATED SURPLUS OR SHORTFALL

Estimated Income - Estimated Expense = Surplus or Shortfall

\$1350 - \$1300 = \$50 (surplus) OR \$ -- _____ (shortfall)