

## UVM Extension Community Partners Account Reporting:

Name of 4-H Club, Chapter, Council and Committee \_\_\_\_\_

Name of Bank \_\_\_\_\_ Account # \_\_\_\_\_ Name of Person Completing Report \_\_\_\_\_

**Period of Reporting:**

If the starting annual balance of your club, committee or foundation is equal to or LESS than \$10,000 you must submit ONE semi-annual account statements and an annual report. Please select time period(s).

- First half report (October 1 through March 31) – Due on the third Friday of April
- Annual (October 1 to September 30) – Due by Nov 15.

If the starting annual balance of your club, committee or foundation is MORE than \$10,000, you must submit THREE quarterly reports and an annual report. Please select time period(s).

- First Quarter (October 1 to December 31) – Due on the third Friday of January
- Second Quarter (January 1 to March 31) – Due on the third Friday of April
- Third Quarter (April 1 to June 30) – Due on the third Friday of July
- Annual (October 1 to September 30) – Due by Nov 15

**Fiscal Report:**

Beginning Balance..... \$ \_\_\_\_\_

**Revenue**

- 1. Grant Revenue ..... \$ \_\_\_\_\_
- 2. Gift Revenue..... \$ \_\_\_\_\_
- 3. Interest Revenue ..... \$ \_\_\_\_\_
- 4. All other revenue..... \$ \_\_\_\_\_
- Total Revenue..... \$ \_\_\_\_\_

**Expenses**

- 1. Supplies and Services ..... \$ \_\_\_\_\_
- 2. Scholarships (Please provide a list of who received the scholarship (\$ for educational opportunities), their county, and amount as this can trigger IRS reporting)..... \$ \_\_\_\_\_
- Total Expenses ..... \$ \_\_\_\_\_

Ending Balance ..... \$ \_\_\_\_\_