

# UVM Extension Community Partners Financial Account Reporting Form

Or use [https://qualtrics.uvm.edu/jfe/form/SV\\_3kocSO9NnRQZD1z](https://qualtrics.uvm.edu/jfe/form/SV_3kocSO9NnRQZD1z)

Today's Date \_\_\_\_\_

\_\_\_\_\_  
Name of 4-H Club, Council, Foundation, or EMG Chapter

\_\_\_\_\_  
County

\_\_\_\_\_  
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 statement and an annual report. Please select time period(s).

*Please submit a copy (PDF, image file, etc.) of the bank statement ending March 31<sup>st</sup> with your first half report, and a bank statement ending September 30<sup>th</sup> with your annual report.*

- ☐ First half report (October 1<sup>st</sup> to March 31<sup>st</sup>) – Due by the 3<sup>rd</sup> Friday of April  
☐ Annual (October 1<sup>st</sup> to September 30<sup>th</sup>) – Due by November 15<sup>th</sup>

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).

*Please submit a copy (PDF, image file, etc.) of the bank statement with your quarterly / annual report, i.e., bank statement ending Dec 31<sup>st</sup> with 1<sup>st</sup> quarter, Mar 31<sup>st</sup> with 2<sup>nd</sup> quarter, Jun 30<sup>th</sup> with 3<sup>rd</sup> quarter and Sep 30<sup>th</sup> with annual report.*

- ☐ First Quarter (October 1 to December 31) – Due by the 3<sup>rd</sup> Friday of January  
☐ Second Quarter (January 1 to March 31) – Due by the 3<sup>rd</sup> Friday of April  
☐ Third Quarter (April 1 to June 30) – Due by the 3<sup>rd</sup> Friday of July  
☐ Annual (October 1 to September 30) – Due by November 15<sup>th</sup>

**Beginning Balance** (should equal the ending balance of your last report)..... \$ \_\_\_\_\_

(For the Annual Report this should equal the ending balance of the last Annual Report)

includes bank account \_\_\_\_\_ \$ \_\_\_\_\_  
includes bank account \_\_\_\_\_ \$ \_\_\_\_\_ (N/A if none)  
includes bank account \_\_\_\_\_ \$ \_\_\_\_\_ (N/A if none)  
includes Petty Cash \_\_\_\_\_ \$ \_\_\_\_\_ (N/A if none)

## Revenue

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

## Expenses

1. Supplies and Services ..... \$ \_\_\_\_\_  
2. Scholarships/Prize winners - Please provide a list of who received the scholarship/prize  
(\$ for educational opportunities or people who won prizes via fundraisers), type of prize, their county, and amount, as this  
can trigger IRS reporting. \$ \_\_\_\_\_  
3. Bank fees \$ \_\_\_\_\_  
Total Expenses ..... \$ \_\_\_\_\_

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

Submit to: Corinne Cooper, 327 U.S. Rte. 302, Suite 1, Berlin, VT 05641 OR [corinne.cooper@uvm.edu](mailto:corinne.cooper@uvm.edu)