# Wisconsin 4-H Logo4-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**](http://www.uwex.edu/ces/4h/resources/mgt/financial.cfm) 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**](http://www.uwex.edu/ces/4h/resources/policies/index.cfm) 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**](http://www.uwex.edu/ces/4h/resources/mgt/documents/4HFundraising.pdf)provides the critical guidelines for Wisconsin 4-H fundraising activities.
  + [**4-H Fundraising: Private Support for the 4-H Program**](http://www.national4-hheadquarters.gov/library/fs_fundraising_7-28-06.pdf)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.](http://www.uwex.edu/ces/4h/resources/policies/index.cfm)

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](http://www.uwex.edu/ces/4h/clubs/money.cfm) 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.

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

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| --- | --- | --- | --- | --- |
| **EVENT or ACTIVITY** | **DATE** | **ESTIMATED COSTS** | **SOURCE FOR COST (Fund Raising, Dues, Educational Supplies, Participant Fee, Postage, etc.)** | **ACTUAL COST** |
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**TOTAL EXPENSES ESTIMATE $\_\_\_\_\_\_\_\_\_\_\_\_\_ ACTUAL $\_\_\_\_\_\_\_\_\_\_\_**

**ESTIMATED SURPLUS OR SHORTFALL**

**Estimated Income - Estimated Expense = Surplus or Shortfall**

**$\_\_\_\_\_\_\_\_\_\_\_ -- $\_\_\_\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (surplus) OR $ --\_\_\_\_\_\_\_\_\_\_\_ (shortfall)**