

# Annual Summary Financial Report

Due to the MSU Extension Office on December 1

For the Period September 1, \_\_\_\_ to August 31, \_\_\_\_  
 Club or council name: \_\_\_\_\_

EIN# \_\_\_\_\_  
 Bank: \_\_\_\_\_

Account balance at beginning of year:		plus	<b>A</b>
Taxable sales revenue (list each separately):			
1.			
2.			
3.			
Sales subtotal (add items 1-3 above)	<b>B</b>		
Grant and other nontaxable activities Revenue (list each separately):			
1.			
2.			
3.			
Non-sales subtotal (add items 1-3 above)	<b>C</b>		
<b>Total revenues for year</b> (add sales and non-sales subtotals)		plus	<b>D</b>
<b>Expenditures</b>			
1.			
2.			
3.			
4.			
5.			
6. Sales Tax*			
<b>Total expenses for year</b> (add lines 1-6 Above)		minus	<b>E</b>
<b>Account balance at end of year</b>		equals	<b>F</b>
Add back checks that haven't shown up on bank statement		plus	<b>G</b>
Subtract deposits that haven't shown up on bank statement		minus	<b>H</b>
<b>Adjusted balance</b> (should agree with bank statement; include a clear copy of bank statement that agrees with this total adjusted balance)		equals	<b>I</b>

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Audited and approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by MSU Extension: \_\_\_\_\_ Date: \_\_\_\_\_

\*If the **Sales Subtotal (B)** is less than \$5000, you don't have to figure sales tax because your 4-H club or group owes no sales tax. If the **Sales Subtotal (B)** is \$5000 or more, divide the **Sales Subtotal (B)** by 17.67 to get the amount of sales tax your group must remit.