



DIVISION OF AGRICULTURE
RESEARCH & EXTENSION

University of Arkansas System

End-of-year Financial Reporting

4-H & Master Gardeners With No Private Bank Account



Financial Reporting Periods

- Active 4-H clubs and groups report on calendar-year basis

January 1st through December 31st

- Active Master Gardeners clubs report on calendar-year basis

January 1st through December 31st



Due Dates and Where to Send

Reports are due within **90 days of the end of the financial reporting period** from the Staff Chair to the Chief Operating Officer at the LRSO.

- 4-H & MG – Due at LRSO - March 31st



For all active clubs/groups **without a private bank account but with individual inventory or equipment items valued at \$500 or more OR any firearms**, the following reports are required:

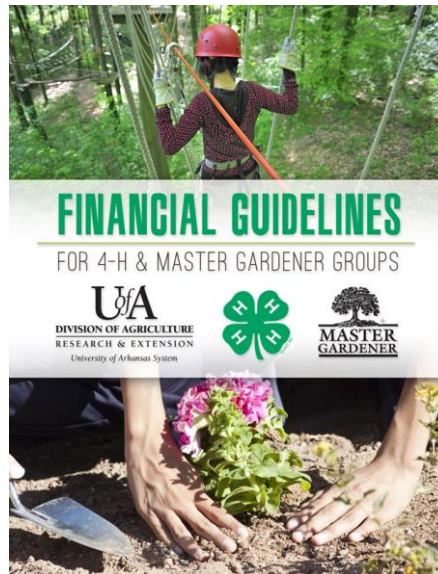


- 1) **Statement of Financial Position**
- 2) **Annual Group Property-Inventory Report**

Download or Print Report Forms

The end-of-year financial reports and the link to the Financial Guidelines for 4-H and Master Gardener Groups are located on the Information for Clubs web page on uaex.edu at the following short link:

www.uaex.edu/clubs-groups



Excel Forms vs. Printable Version (PDF)

There are two versions of the following forms on the Information for Clubs web page:

- **Statement of Financial Position**
- **Annual Group Property-Inventory Report**
- You can use the Excel forms which include formulas to calculate many of the totals for you.
- Or if you prefer to print out the forms and write in the information and totals, you can use the PDF version.

Statement of Financial Position

The Statement of Financial Position is a “snapshot” of the club’s/group’s financial position at a specific point in time, i.e., on the **last day** of the financial reporting period.

- **4H & Master Gardeners December 31st**



Instructions for Clubs/Groups without a Private Bank Account but with individual inventory or equipment valued at \$500 or more

Assets:

- Cash and/or Checking Account:
 - Write or type “no private bank account.” List any cash on hand.
- Inventory/Equipment:
 - List individual inventory or equipment items valued at \$500 or more.
- Enter the Total Assets.

Liabilities:

- Clubs/groups without a private bank account should not have any liabilities.

Net Assets:

- Net Assets - Beginning:
 - Include inventory or equipment valued at **\$500 or more** that was purchased or acquired **before the first day of the financial reporting period**;
 - 4-H & Master Gardeners January 1st
 - If all inventory or equipment valued at **\$500 or more** was purchased or acquired **during the financial reporting period**, the Net Assets – Beginning will be zero.
- Current Year's Net Increase or Net Loss:
 - Normally, this will be zero for clubs/groups without a private bank account. However, you can include inventory or equipment valued at \$500 or more as the Net Increase **if purchased or acquired during the financial reporting period**.

Net Assets (cont'd):

- Net Assets – Ending:
 - Add the Net Increase to the Net Assets – Beginning to determine the Net Assets – Ending; in other words, the Net Assets on the **last** day of the financial reporting period.
- Add the Total Liabilities to the Net Assets and enter the amount. This amount should always equal the Total Assets at the top of the form.
- Read the certification and be sure to include all reports as indicated.
- Sign and date the form.

Sample: Statement of Financial Position (no private bank account but with inventory or equipment valued at \$500 or more)

ANNUAL FINANCIAL REPORT Page 2 of 3					
Statement of Financial Position					
		Year End as of:	12/31/YY		
County:	Sample County				
Club/Group:	Sample 4-H Club				
Assets:					
	Cash and/or Checking Account	no private bank acct			
	Inventory/Equipment	557.00			
	Total Assets (A)			\$557.00	
Liabilities:					
	Accounts Payable				
	Total Liabilities (B)			\$0.00	
Net Assets:					
	Net Assets - Beginning*	557.00			
	Current Year's Net Increase or Net Loss	0.00			
	Net Assets - Ending (C)			\$557.00	
(*Net Assets-Beginning is the value of assets at the beginning of the 12-mo. reporting period. For new clubs, the value is .00. For existing clubs, the value is equal to the checking acct balance plus cash-on-hand on 1st day of reporting period plus any assets valued at \$500 or more acquired or purchased PRIOR TO the 1st day of the reporting period).					
Total Liabilities and Net Assets [(B) + (C) = (A)]				\$557.00	
We hereby certify that the Annual Financial Report forms are complete and mathematically correct and include the Statement of Income and Expenses, the Statement of Financial Position, the Annual Group Property/Inventory Report, the Peer Review Cover Sheet, the Peer Review Report, and a copy of the last bank statement.					
Signature		MM/DD/YY	Signature		MM/DD/YY
Treasurer		Date	President		Date
Club/Group			Club/Group		
Signature		MM/DD/YY			
Staff Chair		Date			

For the purposes of this example, the club/group had individual inventory or equipment items valued at \$500 or more.

Report the total value of those items as assets.

The total value of the inventory and equipment items included above will also be reported as Net Assets – Beginning if purchased or acquired prior to the beginning of the financial reporting period.

Total Liabilities and Net Assets equal Total Assets - \$557.00.

Annual Group Property-Inventory Report

The Annual Group Property-Inventory Report is to record all individual inventory or equipment items valued at \$500.00 or more and **ANY AND ALL** firearms regardless of value (including guns, rifles, shotguns, muzzleloaders, and pistols; as well as, BB guns, air guns, and bows).

NOTE: The inventory or equipment included on this report may be different from the inventory or equipment included as assets on the Statement of Financial Position since all firearms are required to be listed on this report regardless of value.

Sample: Annual Group Property-Inventory Report

	A	B	C	D	E
1	ANNUAL FINANCIAL REPORT Page 3 of 3				
2	ANNUAL GROUP PROPERTY/INVENTORY REPORT				
3					
4	County:	Sample County		Date:	MM/DD/YY
5					
6	Date Acquired	Item Description	Purchase or	Storage	Notes
7		(include Serial No.)	Acquired Price	Location	
8	5/10/2014	Rifle (Serial Number XXXXXXXXX)	400.00	Co. Ext. Office	
9	8/31/2017	Trailer (VIN XXXXXXXXXXXXX)	557.00	Co. Ext. Office	
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27	TOTAL		\$957.00		
28					
29	We hereby certify that this is a correct list of individual equipment or inventory items with a value greater				
30	than or equal to \$500 and any and all firearms (regardless of \$ value) belonging to:				
31					
32			Sample 4-H Club		
33	(Attach additional sheets as necessary)		Club/Group Name		
34					
35					
36	Signature			MM/DD/YY	
37	4-H Leader			Date	
38	or Master Gardener Treasurer				
39					
40					
41	Master Gardener Leader (if applicable)			Date	
42					
43					
44	NOTE:	Complete all EOY financial reports		Items to be disposed of should	
45		and send to the Staff Chair at the		be sent to the County Extension	
46		County Extension Office.		Office for proper disposal.	

For active clubs/groups **without a private bank account AND no individual inventory or equipment items valued at \$500 or more AND no firearms**, the staff chair can include the club/group on the ***Certification – No Group Bank Account and No Inventory-Equipment*** form, sign and date the form, and submit it with the county's other end-of-year financial reports.

NOTE: Any clubs/groups registered on 4-H Online that were inactive during the entire reporting period may be identified as “inactive” in an e-mail. A copy will be kept in the county file to document the club/group had no activity.

Sample – Certification – No Group Bank Account And No Inventory/Equipment

	A	B	C	D	E
2	Certification				
3	No Group Bank Account And No Inventory/Equipment				
5		Year End as of:	DD/MM/YY		
7	County: Sample County				
9	Club/Group: 4-H Club 1				
11	Club/Group: 4-H Club 2				
13	Club/Group: 4-H Club 3				
15	Club/Group: County Master Gardeners				
17	Club/Group:				
19	Club/Group:				
21	Club/Group:				
23	Club/Group:				
25	Club/Group:				
27	Club/Group:				
29	Club/Group:				
31	Club/Group:				
33	Club/Group:				
35	Club/Group:				
37	Club/Group:				
39	Club/Group:				
41	I hereby certify that the above-referenced 4-H and/or Master Gardener group(s) do not have a group bank account, any individual inventory or equipment items valued at \$500 or more, and no firearms.				
45	Signature		DD/MM/YY		
46	Staff Chair Signature		Date		
47					
48					

Sheet1 Sheet2 Sheet3

The Staff Chair can list clubs/groups that meet the above criteria on the **Certification – No Group Bank Account And No Inventory/Equipment.**

WHERE TO SEND: Once completed, clubs/groups are to send the required reports to the Staff Chair at the County Extension Office. The Staff Chair will review the reports for completion and, once approved, will sign the reports before sending to the LRSO at the address listed below:

Sam Boyster, Chief Operating Officer
U of A – Division of Agriculture
Cooperative Extension Service
2301 South University Avenue
Little Rock, AR 72204



Questions may be directed to Jessica Smith at jlsmith@uaex.edu or 501-671-2045.