

# Annual Summary Financial Report

For the Period September 1, \_\_\_\_\_ to August 31, \_\_\_\_\_

Club or council name: \_\_\_\_\_

EIN: \_\_\_\_\_

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

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

Reviewed 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.