Hello 4-H Club Leaders & Groups,

It is that time of year again to complete the Annual Financial Review (AFR) for your 4-H Club.  The AFR is the financial portion of what was formerly the large charter packet.  It is now separated out, the charter will be due November 1, 2024.  The AFR is due October 1, 2024.

Just a reminder the AFR process is a financial review done yearly to go over income and expenses for your club or group.  All 4-H clubs and groups with a checking and/or savings account are required to complete the process to be an active 4-H club.  **The AFR is due to the Extension Office by October 1, 2024.**

Here is a list of items, due October 1, that need to be completed:

1. Wisconsin 4-H Clubs & Groups Annual Financial Report (attached)
2. Wisconsin 4-H Clubs & Groups Audit Checklist (attached)
3. A copy of the checkbook and/or savings registry covering July 1, 2023 – June 30, 2024.
4. A copy of the bank statement ending June 30, 2024, or July 1, 2024, for each account. Any differences between the bank statement(s) and the ending balance reported must be reconciled and the reconciliation must be uploaded with the Annual Financial Report.
5. A current inventory of land, buildings, property, or project equipment with individual values of $1,000 or greater.  (if your club/group has this inventory)
6. Monthly Treasurer’s Reports for 4-H Clubs or Groups with annual income greater or equal to $20,000.

This process allows the 4-H Club or Group to qualify for federal tax-exempt status under the University of Wisconsin Board of Regents General Exemption Number (GEN) for Wisconsin 4-H Clubs and Groups.

You can find all the information on the website for both Charters and AFR here:  <https://4h.extension.wisc.edu/resources/volunteer-resources/administrative/charter/>

If you have any questions, please contact our office at 608-776-4820 and we can set up time to talk you through the forms or process if you need assistance.