



# Ohio 4-H Club / Affiliate Yearly Financial Summary

Due January 31

Dear 4-H Volunteer,

Thank you for taking the time to complete this form to account for your club's yearly financials. Please *carefully* read the following information to assist you in filling out this form correctly. Additionally, the following information will provide guidance on how to **submit** the form to your county's 4-H office. Please note that this form must be completed for each calendar year's bank transactions for your club. This form must be completed by January 31 of the following year. (Example: if you are reporting on the financials of your club for calendar year 2012, this form is due no later than January 31, 2013).

## COMPLETING THE FORM: MANDATORY FIELDS

Several fields on this form are MANDATORY. Several buttons ('Save As,' 'Print,' 'Hide account information,' and 'Email' buttons) are NOT visible on the form until all the mandatory fields are completed. The mandatory fields (indicated by a red asterisk, \*, on the following pages) include the following fields:

### Club / Affiliate Information

- Program Year
- Club / Affiliate Name
- (Club / Affiliate) County
- Name of person completing this 'Ohio 4-H Club / Affiliate Yearly Financial Summary Form' (i.e., YOU!)

### Bank Information

- Bank Name
- EIN
- Account number
- Bank Address
- (Bank) State
- (Bank) Zip Code
- Account signer name(s)  
*[You MUST provide at least 1 name, but you SHOULD list all names that are designated signers for the account you are describing].*
- Beginning account balance *[this should be the amount that was in your account as of January 1 of the program year on which you are reporting].*

## TABLES: ADDING AND DELETING ITEMS

Please note that the form has three tables -- one for account signer names, one for club / affiliate income, and one for club / affiliate expenses. Each of these tables can "grow" -- you may add more lines (as many as necessary) to the tables by clicking the "Add ..." buttons near the top left of each table. You are expected to list ALL transactions that appear on your bank statement for the calendar year. To remove the last row in a table, click the "Remove last ... from list" button. **\*\*\*NOTE: once the "Remove" button has been clicked for a table, the last item will disappear. THIS IS NOT AN ACTION THAT CAN BE UNDONE!!! Please exercise caution when using this button.\*\*\***

## VALIDATING THE FORM / CHECKING FOR COMPLETED MANDATORY FIELDS

Once you have completed ALL mandatory fields, and filled in the appropriate information on the form for your club / affiliate for the program year, click the "Validate" button (which will be at the end of the last page of this form). The form will verify that you have completed all mandatory fields. If you pass the verification, the "Print" button will appear, as well as fields and buttons to hide / show the EIN and account number fields.

You must HIDE the account number and EIN fields before you can email the form, to add extra security during electronic file transmission. In the "Enter password to lock account information" field, type the following password: HideAccount! (the field IS case sensitive. Please note the capital H and capital A). Click the "Lock account information" button. The account number and EIN fields will be invisible on the form. When the form is received by your county's 4-H professional, they have the password to unlock and display the EIN and account number fields. The email buttons will now appear next to the hide / show account info fields.

## SAVING THE FILE / NAMING THE FILE

Before you can email the form, you will be prompted to "Save As." PLEASE use the following structure when naming your file in the "Save As" process (please note that this filename matches the filename that appears in the footer of the summary page(s)):

Ohio4-HYearlyFinancials\_XXXXCounty\_XXXX

(You should insert YOUR county name for the XXXX before County in the filename and YOUR club / affiliate name in the XXXX).

Also, please refer to the text below the "Validate" button, that shows how you should name your file.

## SUBMITTING THE FORM ELECTRONICALLY (VIA EMAIL)

IF YOU ARE USING MICROSOFT OUTLOOK / EUDORA / MAIL (desktop-based email programs), click the "Email via DESKTOP APPLICATION (Outlook, Mail, Eudora. . .)" button, you will first be prompted to save your file. Please save it in a location on your hard drive (or desktop) where you can easily find it again. Next, select the top option from the pop-up window, "Desktop Email Application". A new email will be created in your desktop-based program, with the email address (TO), subject line, body, and attachment already completed. Click "Send" to finalize form transmission.

IF YOU ARE USING AN INTERNET-BASED EMAIL PROGRAM (Yahoo, Hotmail, Gmail, etc), click the "Email via INTERNET (Hotmail, Gmail, Yahoo, etc. . .)" button. You will be prompted to save your form. Be sure to choose a location on your computer that you can easily find when ready to attach to your email. Open the internet and login to your email account. Create an email to the appropriate county email address (see the list on page 2). For the subject line of your email, please type the following, "Ohio 4-H Club / Affiliate Yearly Financial Summary, XXXX County, XXXX Club" (where you will substitute YOUR county name and club name for the Xs). ***Don't forget to attach your saved copy of this file to the email!!!*** Send.

If submitting via INTERNET EMAIL. (Gmail, Hotmail, Yahoo, etc) refer to the following email list to determine where your county's form should be sent:

County	Submit this form to the following email address:
Adams	Adams4h@osu.edu
Allen	Allen4h@osu.edu
Ashland	Ashland4h@osu.edu
Ashtabula	Ashtabula4h@osu.edu
Athens	Athens4h@osu.edu
Auglaize	Auglaize4h@osu.edu
Belmont	Belmont4h@osu.edu
Brown	Brown4h@osu.edu
Butler	Butler4h@osu.edu
Carroll	Carroll4h@osu.edu
Champaign	Champaign4h@osu.edu
Clark	Clark4h@osu.edu
Clermont	Clermont4h@osu.edu
Clinton	Clinton4h@osu.edu
Columbiana	Columbiana4h@osu.edu
Coshocton	Coshocton4h@osu.edu
Crawford	Crawford4h@osu.edu
Cuyahoga	Cuyahoga4h@osu.edu
Darke	Darke4h@osu.edu
Defiance	Defiance4h@osu.edu
Delaware	Delaware4h@osu.edu
Erie	Erie4h@osu.edu
Fairfield	Fairfield4h@osu.edu
Fayette	Fayette4h@osu.edu
Franklin	Franklin4h@osu.edu
Fulton	Fulton4h@osu.edu
Gallia	Gallia4h@osu.edu
Geauga	Geauga4h@osu.edu
Greene	Greene4h@osu.edu
Guernsey	Guernsey4h@osu.edu
Hamilton	Hamilton4h@osu.edu
Hancock	Hancock4h@osu.edu
Hardin	Hardin4h@osu.edu
Harrison	Harrison4h@osu.edu
Henry	Henry4h@osu.edu
Highland	Highland4h@osu.edu
Hocking	Hocking4h@osu.edu
Holmes	Holmes4h@osu.edu
Huron	Huron4h@osu.edu
Jackson	Jackson4h@osu.edu
Jefferson	Jefferson4h@osu.edu
Knox	Knox4h@osu.edu
Lake	Lake4h@osu.edu
Lawrence	Lawrence4h@osu.edu
Licking	Licking4h@osu.edu
Logan	Logan4h@osu.edu
Lorain	Lorain4h@osu.edu
Lucas	Lucas4h@osu.edu

County	Submit this form to the following email address:
Madison	Madison4h@osu.edu
Mahoning	Mahoning4h@osu.edu
Marion	Marion4h@osu.edu
Medina	Medina4h@osu.edu
Meigs	Meigs4h@osu.edu
Mercer	Mercer4h@osu.edu
Miami	Miami4h@osu.edu
Monroe	Monroe4h@osu.edu
Montgomery	Montgomery4h@osu.edu
Morgan	Morgan4h@osu.edu
Morrow	Morrow4h@osu.edu
Muskingum	Muskingum4h@osu.edu
Noble	Noble4h@osu.edu
Ottawa	Ottawa4h@osu.edu
Paulding	Paulding4h@osu.edu
Perry	Perry4h@osu.edu
Pickaway	Pickaway4h@osu.edu
Pike	Pike4h@osu.edu
Portage	Portage4h@osu.edu
Preble	Preble4h@osu.edu
Putnam	Putnam4h@osu.edu
Richland	Richland4h@osu.edu
Ross	Ross4h@osu.edu
Sandusky	Sandusky4h@osu.edu
Scioto	Scioto4h@osu.edu
Seneca	Seneca4h@osu.edu
Shelby	Shelby4h@osu.edu
Stark	Stark4h@osu.edu
Summit	Summit4h@osu.edu
Trumbull	Trumbull4h@osu.edu
Tuscarawas	Tuscarawas4h@osu.edu
Union	Union4h@osu.edu
Van Wert	VanWert4h@osu.edu
Vinton	Vinton4h@osu.edu
Warren	Warren4h@osu.edu
Washington	Washington4h@osu.edu
Wayne	Wayne4h@osu.edu
Williams	Williams4h@osu.edu
Wood	Wood4h@osu.edu
Wyandot	Wyandot4h@osu.edu



# Ohio 4-H Club / Affiliate Yearly Financial Summary

Due January 31

\*Program Year:     \*Club / Affiliate Name:

\*County in which 4-H club is based:

Bank Information

\*Bank name:  \*EIN:  \*Account #:

\*Bank address:

\*City (of bank):  State:  \*Zip Code:

\*Type of account:  Checking  Savings  Other

### Signer Name

*\*\*At least ONE name is required. List ALL names authorized as signers for the above account.*

\* Beginning account balance as of January 1, \_\_\_\_\_ (should match bank statement):

### Club / Affiliate Income

Income Description (i.e., club dues, fund raisers,  
club premiums, etc.)

Income Amount

Total Income:

### Club / Affiliate Expenses

Expense Description (i.e., project books, member  
fees, booth supplies, awards, etc.)

Expense Amount

Total Expenses:

Ending account balance as of December 31 (should match bank statement):

\*Name of person completing this Ohio 4-H Club / Affiliate Yearly Financial Summary Form: