



UW Madison – Division of Extension
Marathon County 4-H

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July 7, 2022

Dear 4-H Club or Project Leader,

Summer Greetings! The 2021-22 fiscal year-end of our chartered 4-H clubs and projects has come to an end. You have been identified as the organizational volunteer leader who will be responsible for completing and turning in the 2022 4-H Annual Financial Report & Charter. If leadership roles have changed, please let me know right away so changes can be made.

While a copy of the 2022 Annual Financial Report is enclosed, it is recommended that you do not hand write the charter but complete it via computer. You may turn in a printed copy or email a copy to me. The on-line version is a fillable pdf. (Before you fill it out download a copy, open it, and then you will be able to save your information) Other information about the financial review or charter process may be found at <https://4h.extension.wisc.edu/resources/volunteer-resources/administrative/charter/>. Or, you can easily search 'WI 4-H Charters' to find it.

Submissions will be in two parts this year.

1st Due - Financial Report: Due by September 1, 2022 - No need to wait, it can be filled out any time after June 30, 2022. Why not complete it **before** fair season starts?

- 4-H Clubs and Groups that have a checking and/or savings account must annually complete and submit the following documents to the 4-H Program Educator
- Complete & Turn in the following:
 - [Annual Financial Report – Wisconsin 4-H](#)
 - [Audit Checklist](#)
 - A copy of the checkbook and/or savings registry covering July 1, 2021 – June 30, 2022
 - A copy of the bank statement ending June 30 or July 1, 2022 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.
 - A current [Inventory Worksheet](#) of land, buildings, property or project equipment with total value of \$1,000 or greater.
 - Monthly Treasurer's Reports for 4-H Clubs or Groups with annual income greater or equal to \$20,000.

2nd Due - The Charter & By-Laws– Due by November 1, 2022 – More info coming!

- **New the Charter will be submitted online. The form will be release later this summer.**
- **Reviewed By-Laws – Due by November 1, 2022** (plan to review at one of the first fall club meetings)

Please respect these due dates. There is quite a process, to review and submit to the State 4H Office, late submissions make it really tough to meet those deadlines. Of, course the fully completed pieces may be turned in any time before the due dates☺.

You are invited to a **Financial Report Q&A on July 19 at 630pm**, via zoom, beginning at 7p.m. We will discuss the changes in Financial Report and offer a few tips to making completing it easier. To register: <https://bit.ly/4HCharterWkshp>. A zoom link and password will be sent within a day of the workshop.

Enclosed in this mailing you have received a copy of:

- 2022 Financial Report
- The Audit Checklist
- Inventory Worksheet

If you have questions or need assistance filling out the either piece of the reporting process, please contact me, I'm happy to help.

Sincerely,

Holly Luerssen
4-H Educator – Marathon County