

**Holly Luerssen, 4-H Educator**

**Marathon County 4-H**

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UW Madison – Division of Extension

Marathon County 4-H

June 2, 2025

Dear 4-H Club or Project Leader,

Summer Greetings! The 2024-25 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 2025 4-H Annual Financial Report & Charter.

One stop information sharing! New this year we will collect all information via a google form. You will be requested to share club leadership and meeting information. This will help us update our records and the county website. All required AFR forms will be uploaded to the google form.

If leadership roles have changed or plan to be changed, please note that on the google form.

Use the links below to download and fill out the applicable forms. Click the links to access forms or other pieces of information.

Google form submission link for club info and AFR required documents: <https://bit.ly/4HMCAFR25>

**Financial Report:** **Due by September 1, 2025** - No need to wait, it can be filled out any time after June 30, 2025. Why not complete it ***BEFORE*** fair season starts?

* **ATTENTION:** Individual club enrollment will not be open until all the required paperwork is turned in. *Example*: All paperwork turned in by Sept. 1, then club enrollment will open on Sept. 9th. Late paperwork will delay opening club enrollment.
* 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**](https://4h.extension.wisc.edu/4h-resources/annual-financial-report/)
  + [**Audit Checklist**](https://4h.extension.wisc.edu/4h-resources/4-h-financial-audit-checklist/)
  + A *copy of the checkbook and/or savings registry* covering July 1, 2024 – June 30, 2025. Consider using a spreadsheet to sort out the income and expenses.
  + A *copy of the bank statement ending June 30, 2025* 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***](https://4h.extension.wisc.edu/files/2021/06/Inventory-Worksheet.pdf ) of land, buildings, property or project equipment with total value of $2,000 or greater.
  + 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.

All this information and more can be found on the [**Volunteer Administrative Tools**](https://4h.extension.wisc.edu/resources/volunteer-resources/administrative/)

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

Sincerely,

Holly

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