Michigan 4-H Group Annual Financial Summary Report Form for Groups with No Funds (financial account(s) or cash)

Your county 4-H staff can accept this form between September 1st and October 1st.
For more details regarding the information below, reference the
4-H Financial Manual for Volunteers.

Dear 4-H volunteer,

Thank you for completing the Annual Financial Summary Report (AFSR) form to account for your 4-H group's yearly financial activity. **We are excited to share that we have created two separate AFSRs for you to select from this year!** There is an **Annual Financial Summary Report for 4-H Groups with Funds** (groups with cash or financial accounts will use this form) and a separate simplified **Annual Financial Summary Report for 4-H Groups with No Funds** (groups with no cash or financial accounts are to use this form).

Please read the following information carefully to help you complete the appropriate AFSR, and it will guide you in submitting the proper form to your 4-H staff member. All 4-H chartered groups must submit a completed AFSR each year by October 1 of the following program year to remain in good standing. (Example: if you are reporting on the financials of your group for September 1, 2024, to August 31, 2025, this form is due no later than October 1, 2025). These forms may now be completed digitally for easy access or in hard copy (paper forms) if preferred. *We will only accept AFSR forms updated as of June 2025.*

COMPLETING THE REQUIRED FIELDS

Several fields on this form are REQUIRED. The REQUIRED fields (indicated by a red border or an asterisk, *, on the paper forms). All REQUIRED fields must be filled in before validation, or you cannot sign the form in Part 4.

CREATING A DIGITAL ID

To securely "sign" the AFSR, you must create a digital identity by selecting "configure digital ID" and then clicking on "create a new digital ID." Save to Windows Certificate Store, provide your name, organizational name (list your 4-H group name), email address, and click Save. Click continue to select your digital ID, and then click sign. It will ask you to save the file. Save the file using the naming convention below.

SAVING THE FILE / NAMING THE FILE

PLEASE use the following naming convention when naming your file. YY-YY_AFSR_XXXXCounty_ClubName (i.e. 24-25_AFSR_InghamCounty_Test4-HClub)
Please save it in a location on your hard drive (or desktop) where you can easily find it again.
For the YY-YY, you should list the YEAR for which you're reporting (this should match the value you enter in the "Program Year" field in Part 1 of the form). You should insert YOUR County name for the XXXX before County in the file name and YOUR 4-H group name in the ZZZZ at the end of the file name.
(i.e. 24-25_AFSR_InghamCounty_Test4-HClub)

VALIDATING THE FORM / CHECKING FOR COMPLETED REQUIRED FIELDS

Once you have completed ALL REQUIRED fields and filled in the appropriate information on the form for your group for the program year, click the "Validate Form" button (which will be at the end of the form). The form will verify that you have completed all REQUIRED fields. The volunteer signature box will appear if all required information is filled in. You may now sign in Part 4 and save the form.

SUBMITTING THE DIGITAL FORM

Send the completed form (with any additional supporting documents such as minutes or additional information) to your County 4-H Staff with the file name in the subject line.

INSTRUCTIONS FOR COMPLETING THE AFSR FOR GROUPS WITH NO FUNDS

Your county 4-H staff can accept this form between September 1st and October 1st.

GROUP INFORMATION - PART 1

a. Complete Part 1 with the program year covered by the report, the county, the 4-H group's Employer Identification Number (EIN), and the 4-H group's name.

VERIFICATION OF NO ACCOUNT AT A FINANCIAL INSTITUTION OR CASH - PART 2

a. If the group had no account at a financial institution or cash during the reporting period, verify by signing on the line.

INVENTORY LOG OF 4-H GROUP EQUIPMENT/SUPPLIES – PART 3

a. 4-H group equipment/supplies includes all the items purchased using 4-H funds and any items donated to the 4-H group.
b. If the group has no equipment/supplies, verify by providing a Digital Signature.
c. List if the group had equipment/supplies during the program year. Provide the requested information to the best of your knowledge. If more space is needed, attach an additional sheet (with the same headings as the table). Once an item has been listed as "discarded" on the inventory, it does not need to be listed on future Annual Financial Summary Reports.

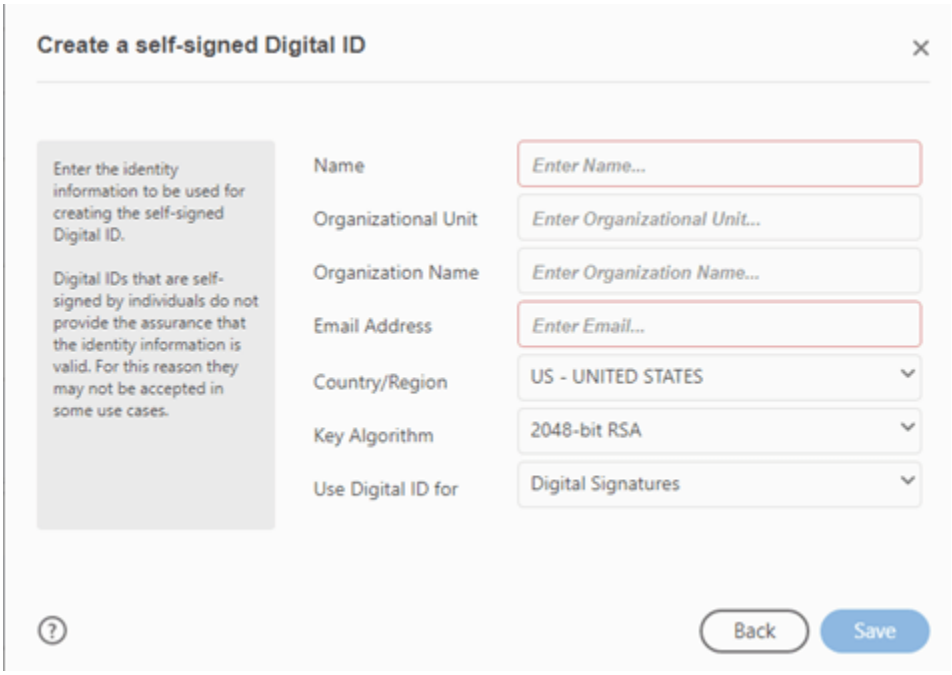
SIGNATURES AND REVIEW – PART 4

a. Make sure to have at least one copy of the group minutes.
b. Click the Validate Form button to ensure all required fields are completed.
c. You will then be able to digitally sign the report and include your phone number.
d. Email the form (along with any supporting documents) to your county 4-H Staff person as instructed on Page 1.

Creating A Digital Signature in Adobe Acrobat

To add a digital signature to a PDF, follow these steps:

1. Begin by clicking on the signature box.
   * If you do not have a digital ID set up, click on “Configure Digital ID”
2. Choose the option “Configure Digital ID”
   a. Fill in your Name, Organizational Name (list your 4-H Group name), and your email address.



3. Select “Save to the Windows Certificate Store.”
4. Select your newly created digital ID and click “Continue.”



5. Above, you can see an example of a document with the added digital signature

Annual Financial Summary Report for Groups with No Funds

Digital Version

Directions: Complete each section of this report. Groups without a financial account or cash treasury during this reporting period must still complete this form and submit it to your county staff no later than October 1st. If the 4-H group opens an account at a financial institution in the future, the group must notify the county MSU Extension 4-H Staff within 10 business days.

Part 1: Group Information

For the period of September 1, 20____ to August 31, 20____ County_____

Group name _____ EIN _____

Part 2: Inventory Log of 4-H Group Equipment/Supplies

If the group has equipment/supplies, fill in the chart below. If the group has no equipment/supplies, confirm in Part 3.
"4-H group equipment/supplies" is defined as all items purchased with 4-H group funds, as well as all items donated to the 4-H group (ex. flags).

If the 4-H group has equipment/supplies, list below and on additional sheets (with the headings as the table below), if necessary, all existing group equipment/supplies. List consumable items (such as food, tape, or paper plates) only if the amount is so significant that the items will last more than a year. **This form section needs to be completed each year. Writing "same as last year" is not acceptable.**

If the group disbands, all non-consumable (not eaten or worn) equipment/supplies must be returned to the MSU Extension office within 10 business days of the group's final date of operation.

Year Purchased or Received	Quantity	Item Description	Value When New	Storage Location	If Discarded Last Year, Explain Why

Part 3. Signatures and Review

☐ Attached is at least one copy of the club minutes (this is encouraged, but not required).
Did this group have any account(s) at a financial institution or a cash treasury during the reporting year? Yes ◯ No ◯
Does the 4-H group have equipment/supplies? Yes ◯ No ◯

Validate Form

I hereby certify that the information provided above is true, accurate, and complete to the best of my knowledge and belief.

Sign Here _____ _____
Signature of 4-H Gold Level Volunteer who prepared this report — Phone

Office Use Only

Sign Here _____ _____
Signature of 4-H staff who reviewed this report — Date

Updated July 2026