

County 4-H Fundraising Report Form

Complete and return this form to the _____ County 4-H staff **within 10 business days (Due: _____) after the approved fundraising activity.**

4-H Group name _____

4-H Volunteer's address _____ Phone _____

4-H Volunteer making request: _____ Phone: _____ Email: _____

What was the approved fundraising activity? _____

Where and when did the approved fundraising activity take place? _____

What knowledge did the group gain through this activity? _____

What skills did the group develop from participation in the fundraising activity? _____

Income from approved fundraising activity \$ _____

Expenses from approved fundraising activity **minus** \$ _____

(List general expenses below)

Sales tax collected on tangible, personal property* **minus** \$ _____

*For example, craft items, tack, cookbooks, calendars, plat books, bulletins and food that will be consumed immediately such as concession stand sales.

Calculate the amount of tax due as follows: Divide the income by 17.67 (Income: ____ ÷ 17.67 = ____).

It is wise to hold these funds aside in the group's treasury so they are available when the payment is submitted in the fall. **Be sure to include the income and expenses in the group's Annual Financial Summary Report (AFSR). The amount of the check will be reflected as an expense on next year's AFSR. If the group remits the tax with a check, make it payable to "Michigan State University."**

Profits from approved fundraising activity **equals** \$ _____

Prize Winners

If prizes were awarded, complete the information below. Attach a separate sheet, if needed. **Note:** Prizes valued at \$600 or more require the recipient complete IRS Form W-9 for calendar-year tax reporting. Attach the W-9 to this report. MSU will issue an IRS Form 1099-MISC in January.

Name	Prize	Prize Value (Actual or Fair Market Value)

Return to:

Staff Name _____ Address _____