

## County 4-H Fund-Raising Report Form

**Complete and return this form** to the \_\_\_\_\_ County 4-H staff **within 10 business days after the approved fund-raising activity.**

**4-H Group name** \_\_\_\_\_

Group address \_\_\_\_\_ Phone \_\_\_\_\_

Person making report: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

What was the approved fund-raising activity? \_\_\_\_\_

Where and when did the approved fund-raising activity take place? \_\_\_\_\_

What knowledge did the group gain through this activity? \_\_\_\_\_

What skills did the group develop from participation in the fund-raising activity? \_\_\_\_\_

**Income** from approved fund-raising activity \$ \_\_\_\_\_

**Expenses** from approved fund-raising 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 fund-raising 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 \_\_\_\_\_