



FINANCIAL REPORT Instruction Sheet

1. Read the entire instruction sheet.
2. Keep and number ALL receipts. The order is not important. The numbers will serve as a source of reference only.
3. Complete the "Budget Summary"
 - Enter the amount awarded to your group from 4-H Youth Development.
 - Enter the total amount of ALL receipts for purchased items. Items should only be those that were approved by 4-H Youth Development for your project.
 - Add totals to determine your expenses.
 - Subtract amount spent from amount awarded.
 - * If your amount is positive, please return that amount in the form of a check/money order payable to The Pinellas County 4-H Foundation, 12520 Ulmerton Road, Largo, FL 33774 with a copy of this form.
 - *If your amount is negative, it is the responsibility of your group to acquire such funds.
4. Enclose ALL receipts (copies are allowable) in the enclosed envelope.
5. This report is due to the 4-H Youth Development office by the date noted on your contract.

If you have questions regarding the financial report, please call Beth Tobias at 727.582.2513