

PROJECT RECORD SHEET

Keeping accurate 4-H project records is very important. It helps you understand the total costs of conducting your project and lets you know if you made or lost money and how much. Good records help you plan future projects and help you improve your management practices.

Good records will give you a history of your project activities. Some projects will have a lot of entries in the record sheet while others will have just a few. It may be difficult to show income or put a value on some finished projects. You need to do the best job you can using your best judgment.

Remember, your records will be no better than what you put into them. **KEEP THEM UP TO DATE.**

Name _____ Club _____

Project Number and Name _____

Itemized Income or Value of Finished Project

Date	Description of income or value	Amount

Total Income or Value _____

Itemized Expenses and Cost of Beginning Project

Date	Description of Expenses	Amount

Total Expenses or Cost _____

Financial Summary

Total Income and/or value of finished project _____

Total Expenses and/or beginning value of project _____

Estimated profit or loss from project _____