



Club/Group Finance Checklist

In an effort to keep club finances in order, this checklist has been created as a guide for steps to follow for accurate fund management. A checklist should be completed and kept on file for each of your clubs. Please note club finances are not required however if the club receives ANY funds over \$0 throughout the year, they must follow the finance protocol.

4-H Club or Group Name: _____

_____ **Charter Received:** Club charter with their 4-H Office.

Date charter was received: _____

_____ **Article of Organization NC 4-H Club or Group form** depending on function of group completed and turned into 4-H Office

Date Article of Organization was received: _____

_____ **Fund Acknowledgement Form** completed and turned into 4-H Office

Date Form was received: _____

_____ **Apply for EIN:** When clubs have received their charter, and if they want to handle finances, they apply for an EIN with the IRS, using an SS-4. Agents must work with the leaders when completing the SS-4. The application can be completed by mail, fax, or over the phone. (See fact sheet on applying for EIN).

Date of SS-4 Application completion: _____

_____ **Document Application Process:** Once the SS-4 application is complete, the agent should document the application has been sent (ie. Photocopy of the application). Applications must include Social Security numbers as of 1.1.2009.

_____ **Copy of EIN Letter Received:** When the club leader receives a letter from the IRS with the EIN, the agent must receive a copy of the letter and should place a copy in the club's file. Club and EIN information should be added to County club spreadsheet.

Date EIN Letter received: _____

_____ **Open Bank Account:** Once the club leader has received the club's EIN, they can go to a local bank and open an account with the EIN in place of the Social Security Number. Agents should have established a relationship with several of the local banks.

Date Bank Account opened: _____

_____ **Club Receive Treasurer's Notebook:** Clubs maintain the financial records of their club, using the Club Treasurer Notebook.

Date treasurer's notebook provided: _____

_____ **Annual Audit:** Agents must audit the Treasurer's Notebook at least once each year to make sure the club is keeping finances in proper order. During the audit, clubs must provide copies of bank statements to reflect balance recorded in the treasurer's notebook.

Date Treasurer's notebook was audited (may be multiple dates, each year audited should be listed): _____

_____ **990 Electronic Postcard Filed:** At the end of the club year, all Clubs with finances must file online with the 990 electronic postcard by the 5th month after the close of business (after the end of the club year which is Jan – December) on the 15th of that month. Agents should offer an opportunity for the leader to file in the county office to assist with any issues. Leaders should print off the final screen that shows that their 990 has been submitted. Agents must have proof of a club completion of the 990 on file in the office.

Date Club filed 990 (may be multiple dates, each year filed should be listed):

_____ **Change in Club Leader Contact Information:** If a club leader decides to step down and another leader is willing to take over, the contact information on the bank account and the IRS needs to be changed. Bank records can be changed by simply going into the bank. Changes to IRS EIN information needs to be entered during annual filing period for the 990 (changes should also be made on the 990 electronic postcard). All changes must be noted on the county's club spreadsheet.

_____ **Club Disbands:** When a club disbands, the club finances are transferred to the county office and the club leader is responsible for contacting the IRS and notifying the IRS the EIN should be marked for deletion. The 4-H professional should also make note of the deletion on their spreadsheet and submit the change to the State 4-H Office. See Club Disband Checklist.

Date club officially disbanded): _____