



*Annual Renewal of 4-H Clubs: With bank accounts*

**NEW HAMPSHIRE 4-H ASSOCIATION**

**Financial and Continuation Report**

**Due to UNH Cooperative Extension County Office no later than March 1**

**All year end bank statements to be included.**

This Annual Renewal is completed by all NH 4-H clubs who have completed the current program year and plan to continue as part of the New Hampshire 4-H Association.

1. Name of the 4-H Club: \_\_\_\_\_
2. Club IRS Employer Identification Number (Federal Tax ID#): \_\_\_\_\_
3. County: \_\_\_\_\_
4. Name of Primary 4-H Club Adult Contact: \_\_\_\_\_
5. E-mail: \_\_\_\_\_
6. Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
7. Officers: (Please complete those applicable to your 4-H Club.)
  - President: \_\_\_\_\_
  - Vice President: \_\_\_\_\_
  - Secretary: \_\_\_\_\_
  - Treasurer: \_\_\_\_\_
8. Every 4-H Club must have By-laws and operate in compliance with the New Hampshire Cooperative Extension 4-H Policy Manual.
  - a. Does the 4-H Club have By-laws? \_\_\_ Yes \_\_\_ No
  - b. Attach copy of the minutes of the meeting approving/documenting the amending of the by-laws.

**ANNUAL FINANCIAL REPORT- January 1<sup>st</sup>-December 31<sup>st</sup>**

Funds raised in the name of 4-H must be publicly accountable and must be used for 4-H purposes. Failure to annually submit this financial report could result in loss of approval to use the 4-H name and emblem and loss of the Club's tax-exempt status. Submission of all financial information described below enables the Cooperative Extension County Office to file the electronic 990 tax return for the club. If the club raised more than \$50,000 in a year, then the Club must prepare and file its own 990 tax return to the IRS and provide a copy to the Cooperative Extension County Office within thirty (30) days of filing.

**Financial Information:** Please complete the following information based on a December 31<sup>st</sup> year-end.

January 1, 201__ beginning balances:	December 31 <sup>st</sup> ending balances
Check Book: _____	Check Book: _____
Savings Account: _____	Savings Account: _____
Cash: _____	Cash: _____

(Petty cash not an approved method of managing funds.)

**Authorization** – Names of people authorized on any accounts. It is strongly recommended that each account have two (2) or three (3) unrelated people authorized on all accounts.

\_\_\_\_\_  
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Please complete the following information based on a December 31<sup>st</sup> year-end.

(Example categories, you may add others if appropriate.)

<b>Income</b>	<b>Jan 1<sup>st</sup> – Dec. 31, 201__</b>
Total Income Received from Fundraising Activities- add all your activities together	\$
Dues from Members	\$
Donations	\$
Interest Income	\$
Other Income (example - Club fair premium check)	\$
<b>Total Funds Received</b>	\$
<b>Expenses</b>	
1. Fund Raising Expenses	\$
2. Educational Supplies	\$
3. Community Service Expenses	\$
4. Recreation	\$
5. Scholarships/Camperships	\$
6. Club Insurance	\$
7. Facility Rental	\$
8.	
9.	
<b>Total Expenses Disbursed</b>	\$
<b>Net Income</b>	\$

**Account Information:**

**Checking Account Information:**

Account Name (exactly as it appears on the bank statement): \_\_\_\_\_

Bank Name and Location: \_\_\_\_\_ Account Number: \_\_\_\_\_

**Savings Account Information:**

Account Name (exactly as it appears on bank statement): \_\_\_\_\_

Bank Name and Location: \_\_\_\_\_ Account Number: \_\_\_\_\_

**Other Account Information (if applicable):**

Account Name (exactly as it appears on the bank statement): \_\_\_\_\_

Bank Name and Location: \_\_\_\_\_ Account Number: \_\_\_\_\_

**Attach a copy of the end-of-year (December 31, 20\_\_ ) bank statement summary for each account.** Your 4-H Club's financial report will be kept on file with the Cooperative Extension County Office and subject to review by the New Hampshire 4-H Association.

## 4-H Club CERTIFICATION

We have reviewed the pertinent records relating to the information and financial accounts, verified the information, and believe, to the best of our knowledge, that the information and balances shown are correct. We further hereby authorize the New Hampshire 4-H Association, Inc. to include this 4-H club in its list of organizations to be included in its group tax exemption.

Signature of 4-H Volunteer Organizational Leader who is 18 years of age or older:	Printed Name of 4-H Volunteer Organizational Leader who is 18 years of age or older:	Date:
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Signature of 4-H Club Treasurer	Printed Name of 4-H Club Treasurer	Date:
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**For Office Use Only:**

### COOPERATIVE EXTENSION COUNTY 4-H YOUTH DEVELOPMENT STAFF CERTIFICATION

County 4-H Youth Development Staff who, by signing below, agrees to the following:

- 1) That the Cooperative Extension County Office Staff listed below has performed oversight of the 4-H Club and county office acts as the official mailing address of the club;
- 2) That this Annual Review has been reviewed and that the 4-H Club and its operations comply with the policies and procedures of the University of New Hampshire Cooperative Extension 4-H Youth Development Program and those of the New Hampshire 4-H Association;
- 3) That the Annual IRS Form 990 tax return has been completed and filed either by the Cooperative Extension County Office or in the case in which gross receipts exceed \$50,000 filed by the 4-H Club (**IRS verification attached**);
- 4) All reporting required to the New Hampshire 4-H Association has been completed;
- 5) The 4-H Club has provided written approval(see above) of its inclusion in the Group Exemption; and
- 6) A letter confirming tax-exempt status has been sent to the 4-H Club.

Signature of County 4-H Staff:	Printed Name:	Date:
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The address of the UNH \_\_\_\_\_ County Extension Office will serve as the mailing and business address for the 4-H Club.

Revised 12/2013; new logo 12/2015