**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.

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: \_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_ **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) 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 can simply 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): \_\_\_\_\_\_\_\_\_\_\_

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