



FISCAL FORMS AND THEIR PURPOSE

Forms	Purpose	Frequency
<u>New Club Employer Identification Number (EIN) Request</u>	Clubs are allowed to have \$100.00 in cash for club expenses. When the club is consistently over the \$100.00 limit they are required to complete the EIN Request form for the unit professional to review. A discussion between the volunteer club leader and local extension staff must occur related to the fiscal policy. The form will be submitted and reviewed by the Illinois 4-H Office.	Lifetime
<u>Articles of Organization</u>	Articles are completed once for the lifetime of the 4-H Club. Articles can be changed or repealed.	Annually
<u>4-H Club Annual Budget Worksheet</u>	The budget form is for club use at the start of the year to plan the annual club budget. It is required when clubs submit a fundraising request.	Annually
<u>4-H Club Long Term Spending Plan</u>	The guideline to follow is to advise that the maximum 4-H club treasury balance must not exceed twice the current year of club expenses recorded in the 4-H Club Annual Financial Statement. For example: if a club's annual expenses are a \$1,000, their treasury balance must not exceed \$2,000 (\$1,000 x 2). If Treasury Balance exceeds this formula, a Long Term Spending Plan should be completed by the club leader.	Per Request
<u>4-H Fundraising Approval Form</u>	Clubs are allowed 2 fundraisers per year (IRS policy) Requires two weeks advanced approval from the County Director or representative staff member if the club has an EIN. If the club does not have an EIN allow six weeks for IRS to award an EIN.	Per request
<u>4-H Group Tax Exemption Form</u>	The 4-H Group Tax Exemption form is required for clubs with an EIN for the club to be acknowledged under the GENs non-profit organization tax identification. It is the responsibility of the unit staff to educate the club volunteer on the responsibilities and required deadlines of all fiscal processes to retain the privilege's of holding this designation.	Lifetime
<u>4-H Donation Approval Form</u>	Clubs must request approval from the County Director or designee to make a contribution of \$100.00 or more to a charity. Signatures from the club volunteer leader and Treasurer are required before receive CD approval. Donations can be to an organization or charity. If clubs are raising fund for an external organization public notice that the funds are not for 4-H and the identity of the charitable organization is required.	Per request
<u>Annual Financial Verification Report</u>	All clubs will submit an annual verification report no later than September 30 of each year to declare the club's financial and inventory resources.	Annually
<u>4-H Club Dissolution Clause</u>	Clubs that disband are required to submit a Dissolution Clause form with the remaining fiscal and inventory resources. The club leaders that have clubs with an EIN will close out the club bank account at the financial institution, and return all documents, including the last bank statement, checkbook, and register to the local extension office. The form requires the CD or their representatives signature before emailing to the Illinois 4-H representative.	Lifetime

