

## 4-H TREASURY GUIDELINES

1. There must be a real need and purpose for developing a group or club treasury. Do not raise money for the sake of raising money. This need and purpose should be understood and supported by the group. All club money (receipts and expenses) should go through the Treasurer. The club may want to establish a budget for the year.
2. Local 4-H club treasuries should have a minimum carry over from year to year. Those that raise the money should spend the money. If the treasury is saving for a major project, the money should be given to the project annually.
3. The Treasurer should keep accurate records and report the status of the treasury at each meeting. The "Ohio 4-H Treasurer's Record Book", Circular 935, should be used and should help maintain accurate records. A treasurer's report should be given at each meeting and the secretary minutes should reflect action taken.
4. The club treasury should be audited annually by a committee from the club, appointed by the President, or by someone not directly associated with the Treasurer. Annually, a financial statement itemizing receipts and expenses and a copy of the audit **MAY** be asked for by the County Extension Office. The one page 4-H Treasury Annual Report is a **MANDATORY** report which every 4-H club must turn in to the County Extension Office in **January of each year**.
5. Money should be deposited in a local bank. Withdrawal and/or payment of bills should be by approval of the club or executive committee.
6. To open a bank account, your 4-H club will need an "Employer Identification Number" (EIN). This identification number is used on bank accounts for businesses and organizations, rather than a person's social security number. **DO NOT** use a personal Social Security number on a 4-H club bank account. Each 4-H club must apply for their own E.I.N. with the Internal Revenue Service, using IRS Form SS-4. Some banks have these forms, and the OSU Extension Office also keeps some in stock (in the 4-H department), along with a sample form to show you how to complete it for a 4-H club. You mail the SS-4 form to the IRS and within 2-3 weeks you will receive an assigned E.I.N. That number will be used on all of your 4-H club's bank accounts as long as your club is in existence.
7. If a club disbands, the funds in the club treasury should be given to a worthy cause. If possible, the club should decide on the cause. Examples: County 4-H Committee, 4-H Camp Scholarship Fund, County 4-H Endowment, 4-H Award Sponsorship, a charity, etc.

If a club votes to divide, the treasury should be divided based upon membership with equal shares per member going to the respective club treasury.

If a club is divided without mutual agreement and cannot decide on division of the treasury, the problem should be referred to the 4-H Agent and County 4-H Committee.

8. 4-H organizations have an obligation to file with the Internal Revenue Service an Annual Information Return, Form 990, when gross receipts in the tax year exceed \$25,000. The Internal Revenue Service has assigned a Federal Income Tax Group Exemption number for use with Form 990. This number is 2704.

# 4-H CLUB TREASURY ANNUAL REPORT

Must be turned in to the OSU Extension Office each year by January 31.

**For Office Use Only:**

Date Received: \_\_\_\_\_

4-H Club Name \_\_\_\_\_

This summary covers the time period from \_\_\_\_\_ to \_\_\_\_\_.  
Month Year Month Year

This report is to be submitted at the end of your club program year, but no later the **January 31** of each year. It is recommended that this report be completed each year at the time that the club elects new officers.

(Please check mark one.)

\_\_\_\_\_ "Our 4-H club had no treasury." (Advisor- sign bottom of form. You do not need to complete any blanks below.)

\_\_\_\_\_ "Our 4-H club did have a treasury and the report is completed below."

Starting balance at beginning of reporting period (date _____)	\$ _____ (a)
Total Income for Reporting Period .....	\$ _____ (b)
Gross Income (a + b) .....	\$ _____ (c)
Total Expenses for Reporting Period .....	\$ _____ (d)
Balance on hand at end of reporting period (c - d) (date _____)	\$ _____ (e)

Money is in possession of (name of person): \_\_\_\_\_ or is deposited in: \_\_\_\_\_ Bank and the bank book is in possession of: \_\_\_\_\_.

This is to certify that above information is correct.

\_\_\_\_\_  
Signature of Treasurer

\_\_\_\_\_  
Signature of Advisor

**AUDITING COMMITTEE:** Every 4-H club handling funds is to have an auditing committee to examine and verify the club's money at the end of the club program year. An auditing committee prevents misunderstanding and protects the club and the outgoing and incoming treasurers. The auditing committee members should sign page 13 of the treasurer's record book after completing the audit.