

# Clark County 4-H Clubs and Committees



## Financial Management



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES



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## Best Practices for Handling Clark County 4-H Club & Committee Finances

- **Be transparent regarding your 4-H Club or Committee finances.** Everyone needs to know as much about your club or committee's finances as the treasurer. This requires commitment of multiple 4-H volunteers and officers within your 4-H club or committee.
- **If your 4-H Club or Committee collects or spends money for any reason, they need to open a checking account.**
  - A. **Open the checking account in the 4-H Club or Committee's name,** not an individual name.
  - B. **DO NOT** use a personal social security number to open the bank account.
  - C. **You must obtain an EIN (employer identification number) by completing the SS-4 Form.** Apply using a unique name for your 4-H Club or Committee (example Clever Clovers of Clark County).
- **Two signatures are required!** There should be at least two authorized signers on your 4-H Club's or Committee's bank account. These individuals **SHOULD NOT** be related. The membership should elect or appoint the authorized signers.



**Example:** 4-H Club or Committee treasurer, assistant treasurer, another club or committee officer, 4-H approved volunteer(s) with the club or committee.



**Important Note:** For 4-H clubs: There must be at least one 4-H official volunteer authorized signer in addition to the club's treasurer. If the bank will not allow a minor on the account, then there should be two official 4-H volunteers.

- **Check's written by your club's or committee's treasurer should be signed by two authorized signers.** Checks should never be pre-signed.
- **Send bank statements to a non-check signer to review and reconcile the bank account.** This person is responsible to meet with the treasurer to review checkbook ledger, financial records and balance/reconcile the bank account. After review, give bank statement to the treasurer to include with financial records.
- **Do Not Obtain a Debit or Credit Card for Your 4-H Club or Committee.** If your 4-H Club or Committee currently has a debit or credit card, close it and shred the debit or credit card. Obtain notification from the financial institution that the debit or credit card has been deactivated and closed. File notification of such with your 4-H Club or Committee Financial Records.



## Best Practices for Handling Clark County 4-H Club & Committee Finances

### Document All Expenses!

- A. 4-H Club and Committee officers or the Finance Committee should create an annual budget. This budget should be presented to the 4-H club or committee membership for changes and approval. Action should be voted on and recorded in the 4-H Club or Committee's Secretary's minutes.
- B. Approve expenditures at a 4-H Club or Committee meeting, BEFORE writing a check. Expenditures covered in an approved budget, do not need a second approval unless there are changes. The budget should then be amended and approved by the 4-H Club or Committee membership.
- C. Use the Clark County 4-H Club or Committee Request for Reimbursement Form to track reimbursement payments to Club and Committee membership and others making purchases on the 4-H Club or Committee's behalf. The individual requesting reimbursement should complete the reimbursement form and attach the original receipt(s) for reimbursement. Write the check number on the reimbursement form and file with the financial records.
- D. Never Reimburse Anyone or pay any bill in cash!  
You need a paper trail and cash does not provide a paper trail.
- E. Keep receipts and invoices with bank statements and financial records. Write the check number and date paid on the receipt and/or invoice. When the check that was used for payment clears the bank (reported on the bank statement), staple the receipt to the corresponding bank statement.
- F. Make Contact with People to Clear 4-H Club or Committee Outstanding Checks. If a check goes 60 days and has not cleared, contact the person the check was written to and ask them to cash or deposit the check.
- G. Write on the memo line of ALL CHECKS the purpose of the expenditure. (example: cash - change for club bake sale, awards for dog show, etc.)
- H. Record all EXPENDITURES on your 4-H Club or Committee's Financial Record and checkbook register in a timely manner. Your financial record can be a hard copy ledger, a computer program and/or you can use the Financial Record Ledger provided in your Clark County 4-H Club & Committee Financial Binder & available on-line at [clark.osu.edu](http://clark.osu.edu).



## Best Practices for Handling Clark County 4-H Club & Committee Finances

### • Document All Income!

- A. Use a carbon receipt book for all cash transactions. Have two club or committee members count the cash and sign and date the 4-H Club and Committee Cash Accounting Form. Give to 4-H Club or Committee Treasurer for immediate deposit into the bank account.
- B. Use the Deposit Documentation Form to record all cash and checks deposited. Attach a copy of your deposit slip to this form and keep with your financial records. Attach with the bank statement where the deposit shows on the account.
- C. Deposit Income (cash and checks) within 3 to 5 days!
- D. Use the 4-H Project Book Order Tracking Form to track money received for 4-H project books and distribution of those books to club members. This will help with completing the Publication Order Form and avoiding misunderstandings with members and parents/legal guardians.
- E. Use the 4-H Club Dues and County Activity Fee Tracking Form to track money received from members/cloverbuds and parents for these fees. Use to help you complete the Club County Activity Fee Form for your club and pay the Clark County 4-H Advisory Committee by the established annual deadline for county activity fees. If payment is received late, a \$5 per member and cloverbud fee will be charged.
- F. Record all INCOME on your 4-H Club or Committee's Financial Record and checkbook register in a timely manner. Your financial record can be a hard copy ledger, a computer program and/or you can use the Financial Record Ledger provided in your Clark County 4-H Club and Committee Financial Binder & available on-line at [clark.osu.edu](http://clark.osu.edu).
- G. Complete the Clark County Club Fundraising Request Form at least 30 days prior to any 4-H Club Fundraiser. Submit to the Clark County Extension Office 4-H Extension Educator for review and approval. Do not conduct a similar fundraiser to the Clark County 4-H Program annual fundraiser during the same time period.



## Best Practices for Handling Clark County 4-H Club & Committee Finances

- **Keep Accurate Records!**
  - A. **The 4-H Club or Committee Treasurer needs to give a WRITTEN treasurer's report at every meeting!** Use the 4-H Club or Committee Treasurer's Report Form or create your own.
  - B. **Provide COPIES of the Treasurer's Report to the 4-H club or committee membership!** File a copy with the 4-H club or committee's secretary for audit purposes. Documentation of a treasurer's report given should be noted in the Secretary's minutes and approved by the club or committee's membership. Keep a copy with the 4-H club or committee's financial records.
  - C. **Keep Original Bank Statements in the 4-H Club's or Committee's Financial Binder and bring to every 4-H Club or Committee meeting.** Make bank statements available for the 4-H club and committee membership to review. If your club or committee uses on-line banking, statements and images of cancelled checks must be printed every month and brought to the meetings.
  - D. **Record All Transactions in the Checkbook Register and the 4-H Club or Committee's Financial Transactions Record/Ledger.** This on-going financial record of both income and expenses can be kept as a hardcopy or electronically using a computer program. Regardless of the method used, transactions should be recorded in a timely manner and kept up-to-date.
- E. **Keep hardcopies of all bank statements and financial records for 7 Years!**



- **Annually Review and Audit 4-H Club and Committee Financial Records!**

Use and complete the Clark County 4-H Club's and Committee's Annual Financial Review and Audit Form. Submit completed form to the Clark Co. Ext. Office by April 1st.

- A. **The Treasurer, Reconciler & Check Signers may not be part of the Review and Audit Committee.** They should be present to answer questions and provide all financial documentation for the annual review and audit.
- B. **The Review and Audit Committee should consist of four members of the club or committee.**
  - ☞ **4-H Clubs:** May include two youth, two 4-H volunteers, two parents or a combination of those not related to each other.
  - ☞ **4-H Committees:** The Finance Committee or another group identified by the committee membership at their meeting.
- C. **The Review and Audit committee should present their completed report at the next 4-H club or committee meeting.** Actions taken by the club or committee membership should be reflected in the secretary's minutes.





## Best Practices for Handling Clark County 4-H Club & Committee Finances

- Complete and Return Required Financial Reports to the Clark County Extension Office by Designated Deadlines!**

A. **Yearly Financial Summary Report: Complete and return by January 31st.**

Use the Clark County 4-H Club & Committee Yearly Financial Summary or the Ohio 4-H Club/Affiliate Yearly Financial Summary available on-line. Regardless of the form you complete, you must provide a complete listing of all your 4-H Club or Committee's Income and Expenses. You may use your 4-H Club or Committee Approved Budget Categories to summarize on the form and then attach your 4-H Club or Committee Financial Record of Treasury Transactions. 4-H Clubs and Committees with Non-Monetary Assets should attach their Equipment, Supplies and Materials Inventory as well.

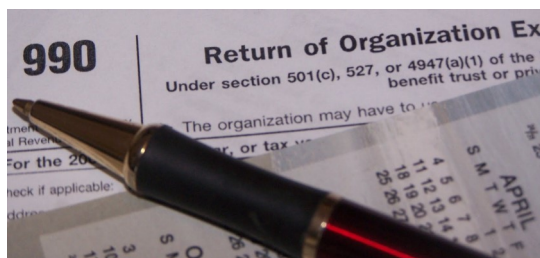


B. **Clark County 4-H Clubs and Committees Annual Financial Review & Audit: Complete and return by April 1**. 4-H Clubs and Committees with Non-Monetary Assets should document their Equipment, Supplies and Materials Inventory as part of this annual review.

C. **The OSU Extension, Clark County office will annually file your 4-H Club or Committee's 990 or 990N e-postcard with the IRS no later than May 15 for the previous 4-H (tax year).**

A copy of the filing results will be kept in your club file at the Extension Office and a copy will be provided to the club's organizational advisor for their files.

- Annual Gross Receipts exceeding 50,000 File IRS Form 990.
- Annual Gross Receipts less than \$50,000 File the IRS 990N (e-postcard)
- **As of 2016, Filing the 990 or 990-EZ or 990N (e-postcard) responsibility was given to OSU Extension County offices to provide better tracking and accountability of this required filing.**



**Ohio 4-H and Extension cannot provide professional tax advice .**



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## Best Practices for Handling Clark County 4-H Club & Committee Finances

- **If a 4-H Club or Committee DISBANDS, the following should occur:** The funds in the 4-H Club or Committee treasury should be given to a worthy non-profit.
  - **The 4-H Club or Committee should make this decision!** Examples of non-profits: Clark County 4-H Advisory Committee, Clark County 4-H Endowment Fund, 4-H Camp Clifton, Ohio 4-H Foundation or any other 501c3 charity.
  - **The 4-H volunteer that is the contact for the 4-H Club's or Committee's EIN number should work with the Clark County Extension Office to file the 990 or 990N (e-postcard) for the last tax year.** Confirmation of the filing will be kept by the Clark County Extension Office in the club's file.
  - **After filing the last 990 or 990N (e-postcard) the 4-H volunteer that is the contact for the 4-H Club's or Committee's EIN number should contact the IRS to close the EIN account.**  
Refer to: <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Canceling-an-EIN-Closing-Your-Account>
- **If a 4-H Club votes to DIVIDE, the following should occur:**
  - If agreed on by the membership, the funds should be divided upon membership with equal shares per member going to the respective 4-H Club or Committee treasury.
  - If a club is divided without mutual agreement and can't decide on division of the club's treasury, the problem should be referred to the Clark Co. 4-H Advisory Committee & the Clark Co. 4-H Youth Development Educator.
- **The 4-H Club or Committee membership shall work with the Clark County 4-H Youth Development Extension Educator to distribute non-monetary assets.**
  - When a club splits, non-monetary assets will remain with the existing club and not transfer to the new club.



- When a 4-H Club or Committee disbands and there is a disagreement on distribution of owned materials, the owned materials will be given to the Clark County 4-H Committee who will work with the Clark County 4-H Educator to make a final determination of distribution.
- At no time shall individual 4-H members or volunteers be given money or materials in an effort to distribute them upon a 4-H Club or Committee disbanding or splitting.

## Best Practices for Handling Clark County 4-H Club & Committee Finances

- **If the 4-H Club or Committee needs to change contact information for your EIN, you should complete the following:**

- **DO NOT SUBMIT a second EIN application.**
- IRS requires that you send a letter, on your 4-H Club or Committee's letterhead providing the name and Taxpayer Identification Number (EIN) of the **CURRENT** contact person. Be sure to include the 4-H Club or Committee's complete name, EIN, and mailing address so that the IRS can correctly identify your IRS account. The 4-H Club or Committee should send the letter to the following IRS campus:

**Send Letter or Fax to: - Fax Number: 859-669-5748**  
**Internal Revenue Service**  
**Stop 343G**  
**Cincinnati, OH 45999**



**CONFIRMATION** – The IRS will send a letter confirming receipt of the updated information. If your 4-H Club or Committee has not received the confirmation letter within 60 days, you will need to fax a copy of the original letter, annotated “Second Request” to the above fax number.

- **If your 4-H Club or Committee seeks to apply for a grant or solicit sponsorships that may require proof of your 4-H Club or Committees tax exempt status you need to:**
  - ☛ Submit a request to the Clark County 4-H Extension Educator for an “emergency tax exemption letter”. Please e-mail the reason for the request, EIN number, volunteer contact and mailing address.
  - ☛ The Clark County 4-H Extension Educator will then request an emergency letter on your behalf from Ohio 4-H.
  - ☛ Allow a minimum of two weeks for a special emergency tax exemption letter to be processed and mailed to you.
- **Questions: Contact the Clark County Extension 4-H Educator, Patty House, [house.18@osu.edu](mailto:house.18@osu.edu) or call 937-398-7599.**

Authored by: Patty House, OSU Extension, Clark County 4-H Extension Educator, 1/2015, Update 1/2020.

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**Clark County 4-H Club & Committee Yearly Financial Summary**

List Program Year: \_\_\_\_\_

**Complete and Return a Copy No Later than January 31 to**  
**OSU Extension, Clark County, 3130 East Main Street, Springfield, OH 45505**  
**Maintain a Copy with Your Club Financial Records!**

Name of Club or Committee: \_\_\_\_\_ EIN Number: \_\_\_\_\_

Name of Person Completing the Yearly Financial Summary: \_\_\_\_\_

| Type of Bank Account   | Account # | Bank Name | Bank Address, City, Zip |
|--|-----------|-----------|-------------------------|
| <input type="checkbox"/> Checking <input type="checkbox"/> Savings<br><input type="checkbox"/> Other |           |           |                         |

List all Signer(s) on the Account: \_\_\_\_\_

\_\_\_\_\_ **Beginning account balance as of January 1,** \_\_\_\_\_ (list year) *(should match bank statement)*

**Note:** You may attach your 4-H club or committee's complete financial record of transactions and use the table below to summarize Income and Expenses based on budget categories.

\_\_\_\_\_ (list year) **4-H Club or Committee Income:** List fund-raisers, club dues, activity fees, project books, sponsorships, donations, grants, programming fees, project fees, shows, t-shirts, etc.

| Date | Income Description | Amount |
|------|--------------------|--------|
|      |                    |        |
|      |                    |        |
|      |                    |        |
|      |                    |        |
|      |                    |        |
|      |                    |        |

**Total Income:** \_\_\_\_\_

\_\_\_\_\_ (list year) **4-H Club or Committee Expenses:** List outings/field trips, donations to non-profits, rental fees, equipment, project books, programming materials, refreshments/food, club booth/barn decorations, printing, signage, postage, insurance, awards/prizes, t-shirts, fair passes, judges, etc.

| Date | Expense Description | Amount |
|------|---------------------|--------|
|      |                     |        |
|      |                     |        |
|      |                     |        |
|      |                     |        |
|      |                     |        |
|      |                     |        |

**Total Expenses:** \_\_\_\_\_\_\_\_\_\_ **Ending account balance as of Dec. 31,** \_\_\_\_\_ (list year) *(should match bank statement)*Annual Financial Review & Audit Done: ☐ Yes ☐ No

List name of Financial Reviewers/Auditors: \_\_\_\_\_

**Attach Copy of Clark County 4-H Club and Committee Financial Review & Audit or complete by April 1 and submit.**

## Clark County 4-H Clubs and Committees Annual Financial Review &amp; Audit

Complete and Return a Copy No Later than April 1 to

OSU Extension, Clark County, 3130 East Main Street, Springfield, OH 45505

Maintain A Copy with Your 4-H Club or Committee Financial Records!

Name of 4-H Club or Committee: \_\_\_\_\_ EIN Number: \_\_\_\_\_

Date of Review/Audit: \_\_\_\_\_ Year Reviewed/Audited: \_\_\_\_\_

List all Signer(s) on the Account (Min. of 2): \_\_\_\_\_

Original Bank Statements Received By: \_\_\_\_\_

Name of Reconciler for the Account: \_\_\_\_\_

Accounts Reviewed: (Complete Non-Monetary Asset Inventory Table on Back of this Form for Owned Equipment, Supplies &amp; Materials)

| Type of Account | Bank Name | Bank Address | Balance as of _____ (date) |
|-----------------|-----------|--------------|----------------------------|
| Checking        |           |              |                            |
| Savings         |           |              |                            |
| Other           |           |              |                            |

## Items Reviewed: Check all that were used for this review/audit!

- ☐ Bank Statements      ☐ Receipts      ☐ Treasurer's Reports  
☐ Meeting Minutes      ☐ Checkbook Registry      ☐ Cancelled or Electronic Images of Checks  
☐ Deposits      ☐ Record of Financial Transactions/Ledger/Computer Accounting Record  
☐ Other \_\_\_\_\_

Findings: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Names and Signatures of Audit &amp; Review Committee Members:

| Print Name | Signature | Date | Title |
|------------|-----------|------|-------|
|            |           |      |       |
|            |           |      |       |
|            |           |      |       |
|            |           |      |       |

## Financial Review/Audit Presented to Club Membership or Committee:

Meeting Date: \_\_\_\_\_ By Whom: \_\_\_\_\_

Actions Taken by the Club or Committee Membership: \_\_\_\_\_

## Non-Monetary Assets: (Equipment, Supplies and Materials Inventory)

| Item | Value | # of Years Owned |
|------|-------|------------------|
|      |       |                  |
|      |       |                  |
|      |       |                  |
|      |       |                  |
|      |       |                  |
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|      |       |                  |



## 2020 Clark County 4-H Club Fundraising Request Form

**Directions:** Please complete this form 30 days prior to your 4-H club fundraising event and submit to the Clark County Extension Office, 3130 East Main Street, Springfield, OH 45505 for the 4-H Extension Educator to review. **E-mail:** [house.18@osu.edu](mailto:house.18@osu.edu) **Fax:** 937-328-4609

**Club Name:** \_\_\_\_\_

**4-H Volunteer In Charge of Fundraiser:** \_\_\_\_\_

**Phone Number of 4-H Volunteer:** \_\_\_\_\_

**Type of Fundraiser Planned:**

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**Date of Fundraiser:** \_\_\_\_\_

**Purpose for Having Fundraiser (List plans for use of the money raised).**

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\_\_\_\_\_  
**4-H Volunteer Signature**

\_\_\_\_\_  
**Date Submitted**

☐ Approved ☐ Denied \_\_\_\_\_

\_\_\_\_\_  
**4-H Extension Educator Signature**

\_\_\_\_\_  
**Date**





(Name of 4-H Club/Committee)

## 4-H Club or Committee Budget

A tentative budget should be set by the officers & volunteers or the Finance Committee at the beginning of the 4-H year. The tentative budget should be presented at the first possible club or committee meeting, discussed and

approved. Depending upon your 4-H club or committee's needs you can use this form or make your own.



**INCOME:** List fund-raisers, club dues, activity fees, project books, sponsorships, donations, grants, programming fees, project fees, shows, t-shirts, etc. Include the date and estimated income.

| How Will Income Be Earned by the 4-H Club or Committee? | Date | Estimated Income |
|---|------|------------------|
|   |      |                  |
|   |      |                  |
|   |      |                  |
|   |      |                  |
|   |      |                  |
|   |      |                  |

**Total Income:** \_\_\_\_\_

**EXPENSES:** List outings/field trips, donations to non-profits, rental fees, equipment, project books, programming materials, refreshments/food, club booth/barn decorations, printing, signage, postage, insurance, awards/prizes, t-shirts, fair passes, judges, etc.

| What Will Income Be Spent On By the 4-H Club or Committee? | Date | Estimated Expense |
|--|------|-------------------|
|  |      |                   |
|  |      |                   |
|  |      |                   |
|  |      |                   |
|  |      |                   |
|  |      |                   |
|  |      |                   |
|  |      |                   |
|  |      |                   |

**Total Expenses** \_\_\_\_\_

**Estimated Surplus or Shortfall: (Total Income Minus Total Expenses):** \_\_\_\_\_





## 4-H Club or Committee Treasurer's Report

The treasurer's report informs the membership of the group's financial activity since the last meeting.

**A written treasurer's report should be presented at each meeting.** This report should be prepared by the Treasurer, Assistant Treasurer and/or team of adult 4-H volunteers & youth responsible for the 4-H club's or committee's finances. All treasurer's reports should be filed for audit purposes. Give a copy to the club/committee secretary at each meeting.

\_\_\_\_\_ 4-H Club or Committee Name

Treasurer's Report for: \_\_\_\_\_ (Date of Meeting)



Money Received:

Beginning Balance \_\_\_\_\_

is the Ending balance from date of \_\_\_\_\_ previous meeting)

| Date | Check # | Amount | From Whom | For What |
|------|---------|--------|-----------|----------|
|      |         |        |           |          |
|      |         |        |           |          |
|      |         |        |           |          |
|      |         |        |           |          |
|      |         |        |           |          |
|      |         |        |           |          |
|      |         |        |           |          |



\_\_\_\_\_ Total Money Received

Payments Made:

| Date | Check # | Amount | To Whom | For What |
|------|---------|--------|---------|----------|
|      |         |        |         |          |
|      |         |        |         |          |
|      |         |        |         |          |
|      |         |        |         |          |
|      |         |        |         |          |
|      |         |        |         |          |
|      |         |        |         |          |

\_\_\_\_\_ Total Payments

Ending Balance \_\_\_\_\_

Treasurer's Report Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

Copies Provided to: \_\_\_\_\_



# Deposit Documentation Form for \_\_\_\_\_

Date of Deposit: \_\_\_\_\_ **4-H Club or Committee Treasury**

**Use a separate Deposit Documentation Form for each 4-H Club or Committee Deposit made to the bank.**

Check type of deposit, date of check, check #, who the money was from, for what and amount. Attach your deposit slip to this form and place in your 4-H club or committee's financial binder. Upon receipt of the bank statement, attach the Deposit Documentation Form with Deposit Slip to the corresponding bank statement where the deposit appears.

| Deposit Type<br><input type="checkbox"/> Cash<br><input type="checkbox"/> Check | If Check,<br>Date on<br>Check | Check # | Received From Whom | Received For What | Amount |
|---|-------------------------------|---------|--------------------|-------------------|--------|
| <input type="checkbox"/> Cash<br><input type="checkbox"/> Check                 |                               |         |                    |                   |        |
| <input type="checkbox"/> Cash<br><input type="checkbox"/> Check                 |                               |         |                    |                   |        |
| <input type="checkbox"/> Cash<br><input type="checkbox"/> Check                 |                               |         |                    |                   |        |
| <input type="checkbox"/> Cash<br><input type="checkbox"/> Check                 |                               |         |                    |                   |        |
| <input type="checkbox"/> Cash<br><input type="checkbox"/> Check                 |                               |         |                    |                   |        |
| <input type="checkbox"/> Cash<br><input type="checkbox"/> Check                 |                               |         |                    |                   |        |
| <input type="checkbox"/> Cash<br><input type="checkbox"/> Check                 |                               |         |                    |                   |        |
| <input type="checkbox"/> Cash<br><input type="checkbox"/> Check                 |                               |         |                    |                   |        |
| <input type="checkbox"/> Cash<br><input type="checkbox"/> Check                 |                               |         |                    |                   |        |
| <input type="checkbox"/> Cash<br><input type="checkbox"/> Check                 |                               |         |                    |                   |        |
| <input type="checkbox"/> Cash<br><input type="checkbox"/> Check                 |                               |         |                    |                   |        |
| <input type="checkbox"/> Cash<br><input type="checkbox"/> Check                 |                               |         |                    |                   |        |
| <input type="checkbox"/> Cash<br><input type="checkbox"/> Check                 |                               |         |                    |                   |        |
| <input type="checkbox"/> Cash<br><input type="checkbox"/> Check                 |                               |         |                    |                   |        |

**Total Deposit** \_\_\_\_\_



**4-H Club or Committee****Checkbook Balancing/Reconciliation Form for \_\_\_\_\_ Month \_\_\_\_\_ Year**

This form should be used to compare your bank statement ending balance and your checkbook ledger to make sure they are balanced (equal) each month. Reconciling of the account should be done by a 4-H volunteer or officer that does not have check signing authority. Place your reconcile form with your bank statement in your 4-H Club's or Committee's Financial Binder.

**Outstanding Deposits**

(Not included in your statement)

| DATE | AMOUNT |
|------|--------|
|      |        |
|      |        |
|      |        |
|      |        |
|      |        |
|      |        |

**Total Outstanding Deposits****Total A****STEPS TO RECONCILE/BALANCE ACCOUNT**

|   |   |
|---|---|
| 1) Ending balance from your checkbook ledger      |   |
| 2) Subtract total outstanding deposits (A)        | - |
| 3) Add total outstanding checks (B)               | + |
| 4) Subtract bank fees*                            | - |
| 5) Add interest earned*                           | + |
| 6) Adjusted balance (should equal bank statement) |   |

**OUTSTANDING CHECKS**

(Not included in your statement)

| Check # | Written To: | Amount |
|---------|-------------|--------|
|         |             |        |
|         |             |        |
|         |             |        |
|         |             |        |
|         |             |        |
|         |             |        |

**Total Outstanding Checks****Total B****BANK FEES AND INTEREST EARNED\***

| Type (explain below) | Amount |
|----------------------|--------|
| Fee:                 |        |
| Fee:                 |        |
| Fee:                 |        |
| Fee:                 |        |
| Interest:            |        |

Bank fees and interest earned will show up on your bank statement and should be recorded in your checkbook, financial ledger and included in your account's reconciliation above.



**Year:**

The financial record/ledger allows you to track your 4-H Club or Committee treasury transactions. Begin the record sheet with the ending balance from last year's treasury records. Record **EVERY** transaction on this record/ledger form to keep a running balance of money for the 4-H Club or Committee treasury. Bring your 4-H Club's or Committee's Financial Record/Ledger to **EVERY** 4-H Club or Committee meeting for review or questions. If you have a computer financial program, you may keep electronic records, but you must bring a current print out to every meeting!

**For on-line form: [clark.osu.edu](http://clark.osu.edu)**

**Year:** \_\_\_\_\_

[illegible]

THE OHIO STATE UNIVERSITY

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COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES





## 4-H Club or Committee Treasury

## 4-H Club or Committee Treasury

[illegible]

## 4-H Club or Committee Treasury

## Clark County 4-H \_\_\_\_\_ Club

### 4-H Club Dues and County 4-H Activity Fee Tracking Form

**Use this form to help track money received for 4-H club dues and the county 4-H activity fee.** Check the Clark County 4-H Calendar for the deadline to pay Activity Fees. Activity fees paid after this date are subject to a \$5 late fee per member and cloverbud. Place this completed form in your 4-H Club's Financial Binder.

| Member's Name | 4-H Club Dues | County 4-H Activity Fee<br>\$20/member<br>\$5/cloverbud | Payment Method  | Date Paid | Check Number | Amount |
|---------------|---------------|---|---|-----------|--------------|--------|
|               |               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |           |              |        |
|               |               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |           |              |        |
|               |               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |           |              |        |
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|               |               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |           |              |        |

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Clark County 4-H \_\_\_\_\_ Club

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|---------------|---------------|---|---|-----------|--------------|--------|
|               |               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |           |              |        |
|               |               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |           |              |        |
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## Clark County 4-H \_\_\_\_\_ Club

### 4-H Club Dues and County 4-H Activity Fee Tracking Form

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|---------------|---------------|---|---|-----------|--------------|--------|
|               |               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |           |              |        |
|               |               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |           |              |        |
|               |               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |           |              |        |
|               |               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |           |              |        |
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|               |               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |           |              |        |

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**Clark County 4-H \_\_\_\_\_ Club**  
**4-H Club Dues and County 4-H Activity Fee Tracking Form**

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|---------------|---------------|---|---|-----------|--------------|--------|
|               |               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |           |              |        |
|               |               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |           |              |        |
|               |               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |           |              |        |
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|               |               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |           |              |        |
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|               |               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |           |              |        |

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Clark County 4-H \_\_\_\_\_ Club

## Project Books Order Tracking Form

Use this form to help track 4-H Project Book Orders, money collected for books and receipt of books by members and their parent/legal guardians. Use completed form to fill out the Publication Order Form to submit to the Clark County Extension Office for your 4-H Club's Project Book Order. Place this completed form in your 4-H Club's Financial Binder. **Remember to collect 7.25% sales tax from your members.**

| Member's Name | Project Books Ordered Write the Publication Numbers | Payment Method  | Date Book Paid For | Check # | Amount | Signature of Person Receiving Book(s) | Date Book(s) Received |
|---------------|---|---|--------------------|---------|--------|---------------------------------------|-----------------------|
|               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |

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|               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |

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Clark County 4-H \_\_\_\_\_ Club

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|               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |

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Clark County 4-H \_\_\_\_\_ Club

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|               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash<br><input type="checkbox"/> Check |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |
|               |   | <input type="checkbox"/> Cash                                   |                    |         |        |                                       |                       |

For on-line form: [clark.osu.edu](http://clark.osu.edu)



**Request for Personal Reimbursement Form****4-H Club or Committee**

Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ State: \_\_\_\_\_

Reason for Reimbursement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- All reimbursement requests must be accompanied by an **ORIGINAL** receipt for the purchase.
- If you are paying for a service and can't get a check beforehand, please write up a receipt and have the person being paid sign it.
- Reimbursements will only be made with a check!  
**NO CASH REIMBURSEMENTS!**

\_\_\_\_\_  
**Person Requesting Reimbursement Signature**\_\_\_\_\_  
**Date**\_\_\_\_\_  
**Person Authorizing Reimbursement Signature**\_\_\_\_\_  
**Date**For on-line form: [clark.osu.edu](http://clark.osu.edu)



# 2020 Clark County 4-H FUNDRAISERS!

## 4-H Members Can...

- Earn \$25 Member Activity Fee
- Earn \$6 Camperships or Project Coupons
- Chance to Win Top Seller Awards



**Club's Earn 10% Too!**

## What You Can Sell...Anthony Thomas Candy Bars and/or Otis Spunkmeyer Cookie Dough/Club's Choice Food

- Sell \$90 in Candy and/or Otis Spunkmeyer Cookie Dough/Frozen Food Product to earn activity fee and one (1) \$6 campership/project book coupon
- For every additional \$30 in candy and/or Otis Spunkmeyer Cookie Dough/Food Product sold earn (1) \$6 campership/project book coupon

## Clubs Need to....

- Turn in Otis Spunkmeyer Cookie Dough Orders and Money and Club Candy Box Orders on Feb. 28, 4 PM-7 PM to the Ext. Office or Mail to Clark County 4-H Committee, P.O. Box 444, Springfield, OH 45501. Only order the number of bags that club members will sell. You can not return any unsold candy bars.
- Pick Up Candy Bars and Cookie Dough Ordered on Friday, March 13, 4 PM-7 PM at the Extension Office.
- Sell candy bars from March 14 to April 30
- Turn in all candy money no later than 7 PM, Friday, May 1 at the Extension Office.

**When turning in cash, please use large bills and wrap coins!**

## 4-H Activity Fees

- \$25 per member & \$5 per cloverbud
- Pay April 30 or May 1 in person at the Extension Office from 11 AM -7 PM or mail anytime prior to April 30 to Clark County 4-H Committee, P.O. Box 444, Springfield, OH 45501.
- \$30 per member & \$10 per cloverbud, if not paid by 7 PM, Friday, May 1.

## 4-H Club Fundraisers

If you are planning on conducting a club fundraiser, please complete the 4-H Club Fundraiser Request Form and turn into the Extension Office, 30 days prior to your fundraiser. Do not conduct club fundraisers March 14-April 30 that conflict with the county fundraisers.

**2020 4-H COUNTY FUNDRAISING RECORD SHEET****DUE April 20 and May 1~11:00 AM – 7:00 PM AT THE EXTENSION OFFICE**

(No UNWRAPPED COINS OVER ONE DOLLAR \$1)

Make Checks Payable To: Clark County 4-H Advisory Committee

Club Name: \_\_\_\_\_ Club Volunteer Name: \_\_\_\_\_ Number of Members in Club: \_\_\_\_\_

Club Volunteer's Phone Number: \_\_\_\_\_ Number of members selling or paying activity fee through another club: \_\_\_\_\_

Please list below each individual 4-H member with the money collected for each fundraiser and/or activity fee collected.

**This sheet MUST BE TURNED IN WITH YOUR FUNDRAISING MONEY and/or ACTIVITY FEE MONEY as it will be used for camperships & high sale person awards.**

|    | 4-H Member's Name | Paying<br>\$25.00<br>Member<br>Activity Fee | Paying<br>\$5.00<br>Cloverbud<br>Activity Fee | SPRING<br>Candy Sale<br>\$1.00/bar | SPRING<br>Otis<br>Spunkmeyer Cookie<br>Dough/Frozen Food | <b>Total<br/>Fundraising<br/>Dollars<br/>Collected</b> | OFFICE USE ONLY<br>Number of Camperships or<br>Project Book Coupons |
|----|-------------------|---|---|------------------------------------|--|--|---|
|    | Example: Suzy Q   |   |   | \$30.00                            | \$60.00  | \$90.00  |   |
| 1  |                   |   |   |                                    |  |  |   |
| 2  |                   |   |   |                                    |  |  |   |
| 3  |                   |   |   |                                    |  |  |   |
| 4  |                   |   |   |                                    |  |  |   |
| 5  |                   |   |   |                                    |  |  |   |
| 6  |                   |   |   |                                    |  |  |   |
| 7  |                   |   |   |                                    |  |  |   |
| 8  |                   |   |   |                                    |  |  |   |
| 9  |                   |   |   |                                    |  |  |   |
| 10 |                   |   |   |                                    |  |  |   |
| 11 |                   |   |   |                                    |  |  |   |
| 12 |                   |   |   |                                    |  |  |   |
| 13 |                   |   |   |                                    |  |  |   |



## 2020 4-H COUNTY FUNDRAISING RECORD SHEET

DUE April 30 and May 1 ~11:00 AM – 7:00 PM AT THE EXTENSION OFFICE (No UNWRAPPED COINS OVER ONE DOLLAR \$1)

Make Checks Payable To: Clark County 4-H Advisory Committee

|    | 4-H Member's Name | Paying<br>\$25.00<br>Member<br>Activity Fee | Paying<br>\$5.00<br>Cloverbud<br>Activity Fee | SPRING<br>Candy Sale<br>\$1.00/bar | SPRING<br>Otis<br>Spunkmeyer Cookie<br>Dough/Frozen Food<br>Total Dollars | Total<br>Fundraising<br>Dollars<br>Collected | OFFICE USE ONLY<br>Number of Camperships or<br>Project Book Coupons |
|----|-------------------|---|---|------------------------------------|---|--|---|
|    | Example: Suzy Q   |   |   | \$30.00                            | \$60.00   | \$90.00                                      |   |
| 14 |                   |   |   |                                    |   |  |   |
| 15 |                   |   |   |                                    |   |  |   |
| 16 |                   |   |   |                                    |   |  |   |
| 17 |                   |   |   |                                    |   |  |   |
| 18 |                   |   |   |                                    |   |  |   |
| 19 |                   |   |   |                                    |   |  |   |
| 20 |                   |   |   |                                    |   |  |   |
| 21 |                   |   |   |                                    |   |  |   |
| 22 |                   |   |   |                                    |   |  |   |
| 23 |                   |   |   |                                    |   |  |   |
| 24 |                   |   |   |                                    |   |  |   |
| 25 |                   |   |   |                                    |   |  |   |
| 26 |                   |   |   |                                    |   |  |   |
| 27 |                   |   |   |                                    |   |  |   |
| 28 |                   |   |   |                                    |   |  |   |
| 29 |                   |   |   |                                    |   |  |   |



# 2020 4-H County Fundraiser Candy Order Card!

Return Order Card No Later Than Feb. 28 to the Extension Office or Mail to  
Clark County 4-H Advisory Committee, P.O. Box 444, Springfield, OH 45501.

Only order the number of bags you and your club can realistically sell.

Club Name: \_\_\_\_\_

Club Volunteer's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Authorized person(s) to pick up candy for the club: \_\_\_\_\_

Number or Candy Bags: \_\_\_\_\_

*Note: Anthony-Thomas Chocolate Bars (almond, caramel,  
krispie, peanut butter). 30 bars per bag. No Return Candy Bars!*



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Place  
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## **4-H Group Tax Exemption Authorization Required for New Clubs Only or If A New EIN Obtained**

**PLEASE PRINT CLEARLY**

Name of 4-H Club or Organization: \_\_\_\_\_

County \_\_\_\_\_

Contact Person: \_\_\_\_\_

Taxpayer Identification Number: \_\_\_\_\_

(Also known as TIN or Employee Identification Number - EIN)

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By the signature below of its duly authorized Organizational Advisor, the above 4-H club or 4-H affiliate hereby authorizes The Ohio State University Extension Office to include it in The Ohio State University application for group exemption to be filed with the Internal Revenue Service.

Under penalties of perjury, I certify that the number shown above is the correct taxpayer identification number and that the club or organization named above was organized in the United States.

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Print name)

\_\_\_\_\_

(Title)

\_\_\_\_\_

(Date)

Return your completed form to:  
**OSU Extension, Clark County**  
**3130 East Main Street**  
**Springfield, OH 45505**

**We will forward a copy to the Ohio 4-H Office and keep a copy in your club file for reference.**



## 2020 Points of Tax Exemption and Filing for Clark County 4-H Clubs & Committees

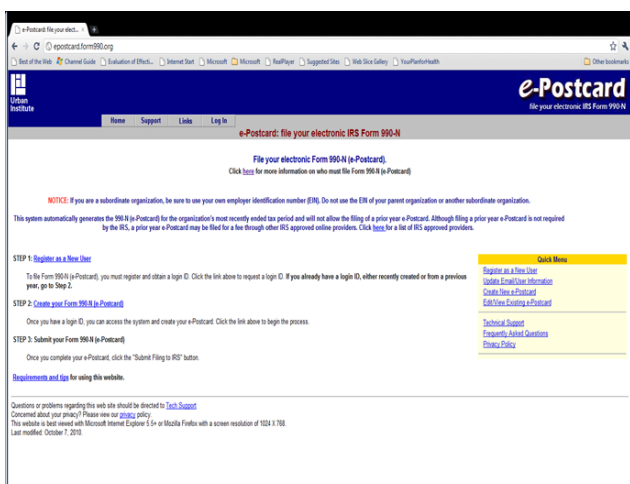
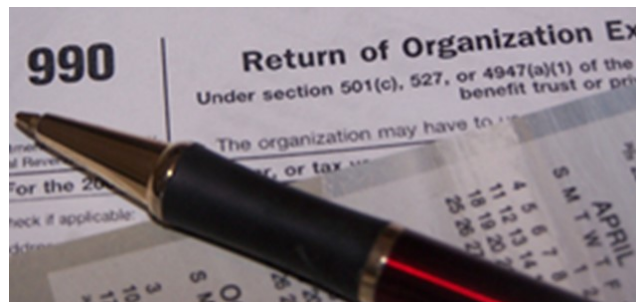
**All Clark County 4-H Clubs and 4-H Committees must file the appropriate 990 tax form by May 15th.**

**Those with annual gross receipts of \$50,000 or less:**

- 990-N (e-postcard) filing must be made by **May 15** of the **current year** for the previous 4-H year of **January 1 to December 31**.

**Those with annual gross receipts of more than \$50,000:**

- There is **NO** Change regarding tax filing. File the 990 accordingly.



The OSU Extension, Clark County Office will file the 990 or 990-EZ or 990-N (e-postcard). **The office will keep a copy of the filing results in the club's file at the OSU Ext. Office and provide a copy to the organizational club advisor for their records.** Web link to file the 990-N(e-postcard) <http://epostcard.form990.org> File the necessary 990 or 990-N (e-Postcard) with the IRS by May 15th.

If you are unsuccessful STOP do not call the IRS if Keep documentation from the IRS in club files - including confirmation of successful filing and documentation of unsuccessful attempts to file the 990-N (e-postcard). It is better to try and fail rather than not to attempt to file.

Chartered 4-H clubs and 4-H committees need to contact the **OSU Extension, Clark County Office, 937-398-7600 or [house.18@osu.edu](mailto:house.18@osu.edu), 937-398-7599** with tax exemption

questions. **DO NOT CONTACT Ohio 4-H and DO NOT Contact the IRS (regarding non-profit tax status).**

### New 4-H Clubs:

- If you are a new 4-H club, you must complete the SS-4 Form on the IRS website to obtain an EIN. Social Security Numbers are required on the SS-4 forms; IRS discards the Social Security Number upon assigning the EIN.
- Apply using a unique name for your club or committee by adding the county name. (example: Clever Clovers 4-H Club of Clark County).
- **Once you get your 4-H club's or 4-H committee's EIN, please contact the OSU Extension, Clark County Office to report your EIN number and/or record on your 4-H Club Charter Checklist due April 1st.**
- **In addition, please complete the Group Tax Exemption Authorization Form and submit upon obtaining your EIN number with the Clark County Extension Office.** This form will be forwarded to the Ohio 4-H program.

[clark.osu.edu](http://clark.osu.edu)





**What If Our 4-H Club or Committee Needs to Change Contact Information for our EIN?**

**DO NOT SUBMIT a second EIN application.** Instead, the IRS requires that you send a letter, on your club/committee's letterhead, if available, providing the name and Taxpayer Identification Number (EIN) of the current contact person. Be sure to include the 4-H club/committee's complete name, EIN, and mailing address so that the IRS can correctly identify your IRS account. The club/committee should send the letter to the following IRS campus:

**Send Letter or Fax to: - Fax Number: 859-669-5748**

**Internal Revenue Service  
Stop 343G  
Cincinnati, OH 45999**

**CONFIRMATION** – The IRS will send a letter confirming receipt of the updated information. If your club/committee has not received the confirmation letter within 60 days, you will need to fax a copy of the original letter, annotated "Second Request" to the above fax number.

**What Does a 4-H Club or Committee Need to Do to Close an EIN Account?**

Refer to: <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Canceling-an-EIN-Closing-Your-Account>

**What If I Misplaced Our 4-H Club or Committee's EIN?**

If you previously applied for and received an EIN for your 4-H club or committee, select one of these methods to find it.

- Contact the Clark Co. Extension Office at 937-398-7600. If filed with us, we will have it on record.
- Find the computer-generated notice that was issued by the IRS when you applied for your EIN. This notice is issued as a confirmation of your application, and receipt of an EIN.
- If you used your EIN to open a bank account, or apply for any type of state or local license, you should contact the bank or agency to secure your EIN.

**What If Our 4-H Club Wants to Apply for a Grant?**

Ohio 4-H will generate "emergency letters" upon request, to chartered 4-H clubs and duly authorized affiliated 4-H organizations under control of Ohio State University Extension. "Emergency letters" are for clubs that cannot accept funds for grants without some evidence of tax exempt status to share with the funder.

These letters are solely for the purpose of documenting for a donor or grantor the status of the 4-H subsidiary, so that a group is not prevented from receiving funds. No other use is authorized.

**If your 4-H club or 4-H committee needs a letter for this purpose, please contact Patty House OSU Extension, Clark County 4-H Extension Educator, 937-398-7599 or [house.18@osu.edu](mailto:house.18@osu.edu)**

Allow a minimum of two weeks for a special emergency tax exemption letter to be processed.

