



FISCAL FORMS AND THEIR PURPOSE

Forms	Purpose	Frequency
<u>Illinois 4-H Club Treasure Book</u>	This resource is to be used by the club treasurer to keep accurate financial records throughout the 4-H year. Treasurers will learn to track club income and expense. Utilization of this book will help to make the end of year fiscal paperwork a smooth, streamlined process.	Annually
<u>New Club Employer Identification Number (EIN) Request</u>	Clubs may hold up to \$100 in cash for expenses. If consistently over this limit, they must complete the EIN Request form for review by the unit professional and discuss fiscal policy with local extension staff. The form will then be 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 Articles can be changed or repealed.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>	If a 4-H club's budget shows a balance exceeding current and prior year expenses, the club leader should complete a Long-Term Spending Plan.	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 get approval from the County Director or designee for donations of \$100 or more to a charity. Signatures from the club leader and Treasurer are required. If raising funds for an external organization, clubs must publicly clarify that the funds are not for 4-H and identify the charity.	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>	Disbanding clubs must submit a Dissolution Clause form with remaining fiscal and inventory resources. Club leaders with an EIN must close the bank account and return all documents, including the final bank statement and checkbook, to the local extension office. The form requires the County Director's signature before being emailed to the Illinois 4-H representative.	Lifetime

