



# NC 4-H Club Finance Update

**Kate Guerdat, MSRA**

**Extension Associate**

**NCSU, 4-H Youth Development**



## Outline for the Session

- The Financial process: Quick Reminder
- How to file electronically
- Recent Application Updates
- Questions & Answers
  - Councils- Horse, Teen, Volunteer, District, etc
  - Auditing: Showing Receipts



## The Financial Process: Quick reminder

If the club chooses to handle money (dues, fundraisers, etc), they **must** be chartered and **must** open a 4-H club checking account.

- Obtain Federal Tax ID # or EIN before opening account
- **Do** use personal Social Security #.
- <http://www.irs.gov>
  - GEN is 2704
  - National 4-H Headquarters Tax ID: 52-1057382
- File annually with IRS: Form 990



# How to Handle Money

- 4-H Funding Proposal

- Completed and approved by County 4-H Agent or designated staff **BEFORE** club begins a fundraiser.

- Monthly Treasurers Report

- Treasurer and Club Leader work together to complete.
  - Present to club during business portion of club meeting.

- Annual Financial Report

- REQUIRED – must be submitted to County 4-H Office each year.



## Filing Electronically

- Volunteers with EIN need to be the ones to file the 990-ez postcard
- <http://www.irs.gov/charities/article/0,,id=169250,00.html>
- If they are given an error message- do not panic. Inform them they need to try again in April, as the IRS is still backlogged
- If a club is unable to file by end of May, notify me with club information



## Recent Application Updates

- Please note, club leaders must include their social security numbers now- all numbers will be voided once the record is complete- This enables protection from illegal immigrants from applying
- Emergency Tax Exemption letters are still available however need to be sent through the state office in order to be approved. Letters are still taking 3-4 weeks



# Questions & Answers

- **Councils:** If you would like your councils to have tax-exempt status, then you need a volunteer leader to act as financial agent to apply for the EIN. Youth under the age of 18 are not allowed to apply. 4-H professionals **SHOULD NOT** be the ones responsible for the account unless otherwise approved (ie- district associations)
- **Audits:** Annual audits of your clubs records requires copies of bank statements and receipts. Some counties perform audits quarterly to make annual audits simpler. A simple review is all that is necessary. Use of treasurer's notebook is designed to make this process smoother. Clubs should be holding onto materials for approximately 3 years.
- **Other Questions???**