



4-H Charter Annual Renewal Packet - Due by the county due date, or October 31st whichever comes first.

Club Name: _____ **County:** _____

4-H Program Year: 10/1/20 _____ to 9/30/20 _____

All 4-H Club Charters must be renewed on an annual basis. To apply for renewal of a 4-H club's charter, the organizational leader of a 4-H club must submit this application, along with the appropriate documentation (listed below) to the local University of Arizona Cooperative Extension 4-H Office.

Charter Renewal Requirements for a 4-H Club	In Compliance?	
	Yes	No
The 4-H Club has at least 5 members from 3 families.		
The 4-H Club has approved, enrolled, adult leadership.		
The 4-H Club annually develops an educational plan that meets the purpose of the 4-H program.		
The 4-H Club has youth involvement in the leadership and decision-making process.		
The 4-H Club meets on a regular basis. (for at least 7-12 months with at least 6 educational hours)		
The 4-H Club is open to all youth and does not discriminate on the basis of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.		
Forms Submitted	Submitted	
	Yes	No
Form B – Annual Club/Group Financial Report form or Verification of No Account		
Form C – Inventory Report		
Form D – Financial Review		

For Office Use Only

I, the undersigned Extension personnel have reviewed renewal requirements of the above mentioned 4-H club/group and certify that all concerns, recommendations, or approval has been addressed and is acting in sound financial & educational practices to continue being chartered as part of Arizona 4-H.

This 4-H club/group is **APPROVED** for full renewal of its charter for the 4-H year.

This 4-H club/group is temporarily placed on **PROBATIONAL CHARTER STATUS** for up to six months beginning _____ and being reviewed no later than _____
 Improvements Needed:

OR

I, the undersigned Extension personnel have reviewed the financial report and renewal requirements of the above mentioned 4-H club/group and certify that this 4-H club's charter is **REVOKED** as of this date _____
 Reason:

Extension Personnel Signature: _____ Date: _____



ANNUAL 4-H CLUB/GROUP FINANCIAL REPORT

**DUE NO LATER THAN OCTOBER 31 to your county office for
 submission to Arizona 4-H Youth Foundation & Arizona State 4-H Office**

4-H Club/Group Name:		October 1,	thru Sept. 30, _____
County:		EIN:	
Checking Account #:		Bank Name:	
List all signers on account:			
Savings Account #:		Bank Name:	
List all signers on account:			
	Checking	Savings	
BALANCE at beginning of club year (October 1st of last year) Please attach bank statement			
INCOME – SUMMARY BY SOURCE			
Donations/ Individuals*			
Donations/ Companies*			
Donations Greater than \$5,000 each**			
Fundraiser Event(s) Income			
Raffles Income (Permit Required- # _____)			
Livestock Sales – Not allowed ***	XXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXX	
All Other Income (Please attach details)			
TOTAL INCOME (A)			
EXPENSES – SUMMARY BY SOURCE			
Cost of Fundraising Events			
Scholarships/Awards/ Trips Expense			
Raffles Expense (Permit Required)			
Rent of Facility Expense			

Education Related Expenses		
Club Meeting Expenses		
Equipment Greater than \$500 each		
Livestock Expenses due to Sales – not allowed ***	XXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXX
All Other Expenses (attach details)		

TOTAL EXPENSES (B)		
Total Income (A) – Total Expenses (B) = C		
Enter the Bank Balance - below	XXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXX
End of Year Bank Balance (September 30 th of current year) Please attach bank statement		
	+	
	-	

- * **Donations:** Contact the Foundation if any written acknowledgements are requested.
- ** **Income:** If any single donor gives \$5,000 or more - provide name, address, and dollar amount.
- *****Policy & Procedure: 9.6 Animal Sales/Auctions** Money and management of livestock sales cannot be handled by 4-H or Arizona Cooperative Extension entities. A separate 501(c)3 entity must handle the finances and implementation of the sale.

Verification of No Account at a Financial Institution	
A signature in this box verifies that this 4-H club/group did not have an account at a financial institution during this report period. It further verifies that the club/group had less than \$50 in its treasury for more than 30 days. If the 4-H club/group gains approval and opens an account at a financial institution in the future, the club/group must notify the county Extension 4-H staff within 10 business days.	
Signature:	Printed Name:

We certify that this is a true accounting on the financial activity of our club/group for the past year.

Club/Group Treasurer Signature: _____ Date: _____

Adult Club/Group Leader Signature: _____ Date: _____

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Jeffrey C. Silvertooth, Associate Dean & Director, Economic Development & Extension, College of Agriculture and Life Sciences, The University of Arizona. The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation in its programs and activities.



Inventory of 4-H Club/Group Property

Form C: Page 1 of 1

“4-H club/group property” is defined as all items purchased with 4-H club/group funds as well as all items donated to the 4-H club/group.

If the 4-H club/group has no property, verify by signing here: _____

List **all** club/group property below and on additional sheets if necessary. List consumable items (food, tape or paper plates) only if the items will last more than a year. If the club/group disbands, all non-consumable (not eaten or worn) property must be returned to the UA County Extension office within 10 business days of the club/group’s final date of operation. If property is disposed of during the current 4-H year, please include it in this list with an explanation of why.

Year Purchased or Received	Quantity	Item & Description	Dollar Value When New	Storage Location	Date Disposed, Why?
Total Inventory Value					

We certify that this is a true accounting on the financial activity and property of our club/group for the year.

Club/Group Treasurer Signature: _____ Date: _____

Adult Club/Group Leader Signature: _____ Date: _____

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Jeffrey C. Silvertooth, Associate Dean & Director, Economic Development & Extension, College of Agriculture and Life Sciences, The University of Arizona. The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation in its programs and activities.



Financial Review for Clubs/Groups or Councils

Finance Committee and Financial Record Review

All 4-H clubs/groups/councils must review their financial records once a year (before submitting their Annual Financial Summary Report to the county Extension office). A Finance Committee of two or three people should review the financial records.

The reviewers who conduct the financial record review **cannot** be the treasurer, an account signatory, or a parent or guardian of the treasurer or of an account signatory. The reviewers do not have to be certified CPAs or accountants.

The volunteers/members who serve on 4-H Councils are assigned the task of determining the needs of the 4-H youth in the county and determining how to meet those needs in collaboration with University personnel. The 4-H Council needs money and resources to conduct these functions and help develop interesting and worthwhile educational programs and activities. Fund raising may be a major activity for the Council and means the Council may go to the community for help and support. It is essential that the Council manage these funds in a responsible and accountable manner.

The following items are needed for the financial review:

- Annual Financial Summary Report
- Copy of Checkbook Register
- Savings account book(s)
- Bank statements (12)
- Savings Account Register
- Budget
- Inventory Report
- Cancelled checks
- Minutes
- Receipts or bills
- Receipt book(s)
- Receipts for items purchased

Section 1: Club Account

Yes No

1. Does the club have an Employer Identification Number (EIN)?
2. Do all bank accounts have at least 2 signatures of unrelated persons on them?

Section 2: Reports

Yes No

1. Is there a treasurer's report from each club meeting?
2. Club minutes include monthly financial reports and approval of all expenditures and fundraising activities?
3. The Annual budget adopted by the club?
4. Treasurer has kept a written record of the group's income and expenses (a ledger, spreadsheet, or report). The record begins October 1 and ends September 30?
5. The beginning balance on the Annual Financial Report matches the previous year's ending balance (as of September 30) on the bank statement and other records?
6. Examine the club inventory sheet and make sure that a letter or receipt is on file for each item, for the current year, documenting donor, date and value?



Section 3: Bank Statements

Yes No

1. All 12 bank statements for the year have been reviewed?

Section 4: Expenses

Yes No

1. Do all cancelled checks have two signatures?
2. Does each check have an invoice or receipt to justify the expense?
3. Do all expenses trace to the bank statement?
4. Were there any cash withdrawals from the bank account? If so, is there documentation that they were appropriate?
Highly discouraged.

Section 5: Deposits

Yes No

1. Does all income in the treasurer's report trace into deposit slips and bank statements?
2. Were all deposits made in a prompt manner?
3. Official receipts are provided for donations?

If needed, suggestions have been made below regarding using and keeping receipts, filing appropriate records, or any tips for a new treasurer. If portions received a "No", the leader and treasurer should go back to make the necessary modifications and develop plans to correct financial processes.

Review Committee should:

Note any unusual expenses or income

Note any conditions or concerns after reviewing the club's financial records.

Note any recommendations upon finishing the review, passing these on to the club Treasurer for adjustment as needed.

Recommendations:



This certifies that the review committee has reviewed the record keeping and financial balances and finds them:

- In order
- Will be in order upon implementation of the recommendations listed on page 2.
- Requiring further review and action (This should be done within 30 days of the financial review.)

Name and Signatures of review committee:

Name (Please Print)

Signature

Date

Name (Please Print)

Signature

Date

Name (Please Print)

Signature

Date

Carryover Request - Long Term Spending Plan

The maximum allowable 4-H Treasury Balance is the current year of expenses (from the 4-H Club Annual Financial Statement) plus one additional year of club expense dollars.

For all clubs/councils with balances above the maximum they must submit a plan for the use of the excess funds. This must be approved by the Extension Agent, 4-H and the County Extension Director.

Current Year Club Expenses \$ _____ x2= \$ (line 1)
 End of year balance (checking and savings) \$ _____ (line 2)

If line 2 is greater than line 1, explain in detail the specific 4-H Youth Development goal or special project planned by your 4-H club, and timeline, that requires these excess funds in your club treasury.