



4-H 

WASHINGTON STATE UNIVERSITY
EXTENSION

Establishing New Club/Group/Council/ Other Authorized Unit* Financial Identity Checklist and End of Year Tasks

New Clubs, etc. ONLY

*The term "Club" will be used throughout to represent Club/Group/Council/Other Authorized Unit.

- Club determines if they would like to maintain a treasury and accept donations.

If no, no further action is needed. If yes, continue.

- Club makes and approves a motion to include their organization into the Washington State 4-H Group Exemption with the Internal Revenue Service (IRS).
- Club President and Club Leader complete and sign the "Authorization to Include 4-H Club or Affiliate in WSU 4-H Youth Development Group Exemption Number."
- Club Leader obtains an Employer Identification Number (EIN) for the club.
- Club Leader completes "4-H Financial Management" and prints completion certificate.
- Club Treasurer completes "4-H Financial Management" and prints completion certificate.
- Club Treasurer submits the following items to the County Extension Office:
 - Club Constitution/By-Laws
 - Minutes from meeting reflect vote on inclusion in group exemption
 - Authorization to Include 4-H Club.... Form
 - EIN Confirmation Letter from IRS
 - Certificates of completion (Leader and Treasurer) of 4-H Financial Management

ALL CLUBS

The following tasks are completed each year following the end of the 4-H Year (September 30):

- Club determines which process to use for auditing their financial accounts.
- Audit is implemented and an audit report is submitted to the club treasurer.
- Club Treasurer completes the Annual Financial Summary.
- Club Leader submits the Annual Financial Summary, Audit Report, and Property Inventory Form to the County Extension Office by December 1 of each 4-H year.