

## 4-H Club/Unit Financial Checklist

- \_\_\_\_\_ Checking/savings accounts do not have personal Social Security numbers on them.
- \_\_\_\_\_ A unique Employer Identification Number (EIN) has been obtained for the group. **A copy of the EIN notification from the IRS is provided to the Extension Office.**
- \_\_\_\_\_ Checking account is a duplicate check system.
- \_\_\_\_\_ Checking account has two signatures (of unrelated persons). **Each check has two signatures.**
- \_\_\_\_\_ A list of receipts and expenses is maintained.
- \_\_\_\_\_ Original receipts for purchases are kept.
- \_\_\_\_\_ A treasurer's report is given at all club meetings.
- \_\_\_\_\_ Official receipts are provided for all donations.
- \_\_\_\_\_ The Annual 4-H Club/Unit Financial Report is completed and submitted to the Extension Office.
- \_\_\_\_\_ The appropriate Form 990 Series return is filed with the IRS annually, **typically by May 15.**

4-H Club/Unit Name \_\_\_\_\_

4-H Club/Unit Leader \_\_\_\_\_