

County 4-H Club and Committees Banking & Financial Agreement

This section completed by 4-H Staff only
(attach *Oregon 4-H Bank Account Permission Letter* to this agreement)

County: _____

4-H Association EIN#: _____

County 4-H Associations. The County 4-H Association is a non-profit, charitable corporation under the rules of the State of Oregon Department of Justice and the IRS Uniform Code [501(c)(3)]. As such, each must file accurate financial reports, annually. The fiscal year is July 1 through June 30. For this accountability, all county 4-H clubs and committees must submit accurate and complete financial reports to the 4-H Association. All County 4-H Associations are accountable for submitting needed reports to the Oregon 4-H Foundation.

4-H Clubs and Committees. 4-H Clubs and Committees that maintain a checking or savings account must use the tax ID number of their County 4-H Association. No accounts may be maintained under the social security number of an individual, which is illegal under the revenue code and against 4-H policy. 4-H Clubs and Committees must file a financial report with their County 4-H Association within 30 days of the close of the fiscal year. 4-H Clubs and Committee are to **retain copies** of financial reports, bank records and receipts.

Changes in accounts. If signers on an account are changed, the name of the club or account is changed, or the club or committee is disbanding, the 4-H Office must be notified immediately. Clubs and committees disbanding must submit a final report and transfer remaining funds and assets to the County 4-H Association.

Opening a bank account. The process for opening an account includes completing this form (with *Oregon 4-H Bank Account Permission Letter* attached) and take these items to the bank.

In order to receive permission to use the tax ID number the following information and signature(s) are needed.

Account Name: _____ Account Number: _____

Name of Bank: _____ Bank Phone: _____

County 4-H Association Treasurer or 4-H Staff member signature _____

Names of Signers on account: (Follow local bank policy for youth participation.)

Club Volunteer _____ Phone _____

Club Volunteer _____ Phone _____

Club Officer/Member _____ Phone _____

Club Officer/Member _____ Phone _____

I HAVE READ THE ABOVE AND AGREE TO ITS TERMS. I understand that *failure to follow* this agreement could result in withdrawal of permission to have a 4-H bank account. I further understand that if permission is revoked, the County 4-H Association may withdraw any remaining funds and close the account.

Club Volunteer Signature _____ Date _____

Club Member Signature _____ Date _____

Developed by J. Baggott, S. Elmshaeuser, and M. Lesmeister June

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