County 4-H Club and Committees

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

County: \_\_\_\_

4-H Association EIN#: \_\_\_\_\_\_\_\_\_\_\_\_

Banking & Financial Agreement

**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 2016