

Financial Guidelines for the Lake County 4-H Program

4-H Club Accounts

- 4-H Club accounts must be opened under the Lake County 4-H Association EIN and the 4-H Annual Financial Statement must be completed (see details below)
- All accounts must have a minimum of two adult signers, from different families. All signers must have completed the Oregon 4-H screening process.
- If the bank provides you a debit card, the debit card will be stored at the OSU Lake County Extension Office in your club's file. Debit card use is not allowed.
- Some banks offer cashier's checks for no cost. However, clubs may prefer ordering checks from a third party (not the bank) to save funds. When ordering checks, do not include an individual's name on the check, rather use the name of the 4-H Club. In addition, include the OSU Extension Office address of 103 South E Street, Lakeview OR 97630. This will allow the checks to be used even if the account signers have changed.
- You may use a personal address, of one of the account signers, for bank statements.
- It is best practices to have two signatures on each check; however, this is not a requirement.
- You should not sign a reimbursement check written to yourself, unless there is a second signer on the check.
- A basic (income in/payments out/balances) treasurer's report should be provided at a club meeting monthly, while the club is actively meeting. This would be a terrific role for a youth club treasurer.
- The club account signers are to be the primary handlers of club funds.

Receipt of a Gift or Financial Donation

- Every donor (for a gift or donation of any value) should receive a Thank You note from the 4-H Club.
- For the donor to receive a donation receipt, please provide the OSU Extension Office with the following information:
 - Name of Donor/Business Name
 - Address of Donor
 - Description of item donated or amount donated

- Indicate if Donor received goods, products or services in exchange for the donation

Email this information to Jamie at Jamie.Davis@oregonstate.edu. A Receipt of Gift or Financial Donation will be provided to the Donor.

- If the club receives property of \$5,000 or more, and/or sells that property within 3 years, contact the 4-H Foundation. The 4-H Foundation, County Association, committee, or club may be required to sign additional forms for the IRS.
- Contact the OSU Extension Office if a donation is received from a Canadian resident or business. Special guidelines will apply.
- Lake County 4-H clubs (members or volunteers) are unable to solicit monetary donations without offering to provide a service.

4-H Club Materials & Equipment Inventory Form

- 4-H Clubs that have acquired materials, equipment and property are expected to complete/update a Materials & Equipment Inventory each year by August 20th.
- If a 4-H Club disbands, the club's equipment is property of the Lake County 4-H Association/Lake County 4-H Program. Equipment must be turned over to the OSU Lake County Extension Office and it will be made available for use by other Lake County 4-H Clubs

4-H Annual Financial Statement Form

- If a 4-H Club has a checking/savings account and/or has conducted a fundraiser or received a financial donation over the past year (July 1st – June 31st), they are required to complete a 4-H Annual Financial Statement by August 20th.
- Clubs that are required to complete this form will be provided a copy by July 1st. It should be completed by the club banking volunteer (if applicable) or the primary club leader.

Financial Policies

- View Oregon 4-H Program Financial Policies