**4-H Charter Annual Renewal BOULDER COUNTY FORM -** Due by the charter deadline of August 21, 2019

**Club Name: County:**

# 4-H Program Year: 7/1/20 to 6/30/20

All 4-H Club Charters must be renewed on an annual basis. To apply for renewal of a 4-H club’s charter, the organizational leader of a 4-H club must submit this application, along with the appropriate documentation (listed below) to the local Boulder County Colorado State University Extension 4-H Office.

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| **Charter Renewal Requirements for a 4-H Club** | **In Compliance?**  **Yes No** | |
| The 4-H Club has at least 5 members from 3 families. |  |  |
| The 4-H Club has approved, enrolled, adult leadership. 2 leaders |  |  |
| The 4-H Club annually develops an educational plan that meets the purpose of the 4-H program. |  |  |
| The 4-H Club has youth involvement in the leadership and decision-making process. |  |  |
| The 4-H Club meets on a regular basis. (for at least 7-12 months with at least 6 educational hours) |  |  |
| The 4-H Club is open to all youth and does not discriminate on the basis of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status. |  |  |
| **Forms Submitted** | **Submitted**  **Yes No** | |
| **Bylaws** – Approved Constitution and Bylaws Annual Club/Group Financial Report form or Verification of No Account |  |  |
| **Financial Report** – Ending Balance Previous Year \_\_\_\_\_\_\_\_\_equals Beginning Balance current year\_\_\_\_\_\_\_\_\_\_  -Two signatures on account are from separate families and are 4-H Leaders or Members  - If other is marked – is there enough detail to explain? |  |  |
| **June Bank Statement** – Showing balance of June 30th for ALL Bank accounts |  |  |
| **Annual Review-** completed. Any concerns or areas to address from office? |  |  |
| **Inventory/Assets-** do your assets match last year’s assets and added anything purchased in current year. If something is missing from previous year, explanation of sold asset, etc. |  |  |
| **Club Budget:**  budget is for the upcoming year, has start and end date, signatures included |  |  |
| **Annual Plan:**  every month listed, encompasses club work for the upcoming year |  |  |
| **Affirmative Action Form: (For clubs only) -**document what club did for recruitment, common areas are 4-H Carnival, Dairy bar, fair, etc. |  |  |
| **Club leader intent form-** complete for upcoming year |  |  |
| **EIN-** does it match on all documents, bank, and online records |  |  |
| **Club charter worksheet-** complete this form in hard copy this year(Was electronic in 4HOnline before) |  |  |
| **Boulder County annual renewal 4-H Charter form-** complete this new form this year(THIS DOCUMENT) |  |  |
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| **End of Year Balance (June 30th of current year)** **Should agree with end of year financial report** | **Amount** | **Description** |
| Add checks that have not shown up on a bank statement |  |  |
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| Subtract deposits that have not shown up on statement |  |  |
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| Adjusted balance (should agree with bank statement on June 30th) |  |  |

## Carryover Request - Long Term Spending Plan

The general guideline from Colorado 4-H is to have a maximum 4-H Treasury Balance to limit excessive funds and maintain our non-profit status. This allowable 4-H Treasury Balance is the current year of expenses (from the 4-H Club Annual Financial Report) plus one additional year of club expense dollars or $1000 whichever is more. This should be roughly an estimate of what is in your club’s bank account. Sometimes clubs may be working towards a specific long term goal for fundraising and there are reason’s for a cycle of more money in the account. (Example, we do a big educational event every three years and raise funds for it for two years and spend larger amount in year three.)

For all clubs/councils with balances above the maximum, we will work this year for a plan to spend their excess funds. This must be approved by the 4-H Extension Agent, and 4-H State Program. In 2019-2020 we will be working with club’s on their financial accountability and helping to come into compliance.

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| Current Year Annual Club Expenses (From Financial Report) | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | X 2 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Line 1) |
| End of Year Balance of all accounts (Checking, saving, cd) | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Line 2) |  |

If line 2 is greater than line 1, explain in detail the specific 4-H Youth Development goal or special project planned by your 4-H club, and timeline, that requires these excess funds in your club treasury.

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# For Office Use Only

This 4-H club/group is **APPROVED** for full renewal of its charter for the 4-H year.

\_\_This 4-H club/group is temporarily placed on **PROBATIONAL CHARTER STATUS** for up to six months.

Improvements Needed: