

# 4-H Charter Annual Renewal BOULDER COUNTY FORM - Due by the charter deadline of August 22, 2022

Club Name: \_\_\_\_\_ County: \_\_\_\_\_

4-H Program Year: 7/1/2021 \_\_\_ to 6/30/2022 \_\_\_

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.

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	
<b>Bylaws</b> – Approved Constitution and Bylaws Annual Club/Group – NEW THIS YEAR IN CORRECT FORMAT		
<b>Financial Report</b> – 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?		
<b>One year of Bank Statements</b> – Includes Showing balance of June 30 <sup>th</sup> of this year for ALL Bank accounts		
<b>Annual Review</b> - completed. Any concerns or areas to address from office?		
<b>Inventory/Assets</b> - 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.		
<b>Club Budget:</b> budget is for the upcoming year, has start and end date, signatures included		
<b>Annual Plan:</b> every month listed, encompasses club work for the upcoming year		
<b>Affirmative Action Form: (For clubs only)</b> -document what club did for recruitment, common areas are 4-H Carnival, Dairy bar, fair, etc.		
<b>Club leader intent form</b> - complete for upcoming year		
<b>EIN</b> - does it match on all documents, bank, and online records		
<b>Club charter worksheet</b> - complete this form in hard copy this year(Was electronic in 4HOnline before)		
<b>Boulder County annual renewal 4-H Charter form</b> - complete this new form this year(THIS DOCUMENT)		

End of Year Balance (June 30 <sup>th</sup> of current year) Should agree with end of year financial report	Amount	Description
Add checks that have not shown up on a bank statement		
Subtract deposits that have not shown up on statement		
Adjusted balance (should agree with bank statement on June 30 <sup>th</sup> )		

**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. We will be working with club's on their financial accountability and helping to come into compliance.

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: