

Dear Counties,

Thank you for being patient with the new process for IRS and auditing compliance. I hope this next reporting cycle goes a bit smoother for all of us. I have learned a lot from you and I hope those of us working on this project have been of help to you. We are here to be a resource to you as well as make sure your files are accurate and complete.

The 2012 Year-end Financial Summary is for the year that began on October 1, 2011 and ended on September 30, 2012.

Your county program decides the deadline that clubs and entities have for getting your Year-end Financial Summary into the local office. It is recommended that the date be after October 15 to give your clubs enough time to receive the last bank statement of the 4-H year.

The updated (Jan 2012) Year-end Financial Summary report is attached to this email along with a county spreadsheet for you to use to figure the 1%. The deadline for the county offices to provide this report and payment to the state 4-H Office is January 15, 2013.

The Year-end Financial Summary reports must be filled out completely and accurately to be in compliance with MSU Internal Audit and IRS regulations. Please make sure to verify the EIN #. Reports that are not complete will be returned to you. If you have questions about something on the report, please call or e-mail and ask us.

On or before January 15, 2013 the following is due to the 4-H Center for Option 1 & 2 Counties.

### **Year-End Financial Summary Report for each chartered group.**

Even if a group does not have an account of any kind have them complete the report showing zero balances and have the form signed (including the Financial Review Certification). For those groups, this certifies that they do not have an account.

If the group has more than one checking account under the same EIN they can choose either to add all the checking account balances together and fill out one report or they can fill out separate reports for each account. Do the same for savings accounts and CD's.

### **County Spreadsheet**

Review the County spreadsheet and update all information (address, contact, etc.) so that it is current and highlight the cell that was changed.

Please note the "Club Status" column on this spreadsheet. Fill this out as well. A = Active, D = Disbanded (please send verification of date disbanded and where funds are), I = Inactive.

**Check(s) for the 1% for Option 2. Checks should be made payable to the Montana 4-H Center for Youth Development.**

**Copy of the 990, 990ez, or 990epostcard receipt depending on which the group files. All groups with and EIN number must file with the IRS.**