



Cooperative Extension

COLLEGE OF AGRICULTURE
& NATURAL RESOURCES

113 Townsend Hall
531 South College
Newark, DE 19716-2210
Phone: 302-831-2501
Fax: 302-831-6758

January 20, 2016

Dear 4-H Leader:

According to our records, your 4-H club is part of the Delaware 4-H Association, Inc., and as such enjoys tax exempt status. Your 4-H club also has a bank account with an EIN number. The Delaware 4-H Association Inc. is required to file an IRS 990 tax return annually listing all the revenues and expenses of the corporation. In order to complete this task, I need to request that you complete your club audit report for the period of January 1, 2015, through December 31, 2015.

I have attached the annual club audit report that we need from your club. This audit report has been revised from the form used last year. I have also attached a sample audit report as well as instructions. Please note that you can complete the form by hand and do the calculations yourself; or better yet, you can complete the smart form located on the State 4-H website, Volunteer Resources page (link address provided below in enclosures). If your club does not have a bank account, we still need to receive this signed report from you noting "club has no bank account." **Please return this report to your County 4-H office no later than March 15, 2016.** If you have problems or questions, please contact your County 4-H Educator or myself (dcrouse@udel.edu) or Joyce Witte (witte@udel.edu) at the State 4-H Office. You can reach the state office by phone at 302-831-2509.

If you have not yet changed your club EIN over to the EIN of the Delaware 4-H Association, Inc., please do so at your earliest convenience. You can do this by calling the 4-H office (county or state) and letting us know that you are changing EIN numbers. We will send you all the documentation you may need for your local bank. We will probably send you more information that you will actually need, but we have found that each bank has different requirements.

Thanks for all you do for 4-H and the youth of Delaware.

Sincerely,

C. Douglas Crouse
State Program Leader
4-H Youth Development

4 Enclosures

1. Annual Summary Audit Report Form
(<http://extension.udel.edu/4h/resources-for-volunteers-leaders/>)
2. Instruction Sheet
3. Revenue and Expense Category Explanations
4. Sample of Completed Form