

Dear County and Reservation Extension Offices,

Thank you for all your efforts in updating your club/group files regarding documents and financial information.

The 2016 Year-end Financial Summary is for the year that began on October 1, 2015 and ended on September 30, 2016.

The Year-end Financial Summary report is attached to this email along with your county/reservation spreadsheet. The Year-end Financial Summary calculates the 1% assessment automatically. If you are an Option 1 club (not under the Montana 4-H Foundation Gen), this assessment does not apply to you. The deadline for the county/reservation offices to provide this report (and payment if you are an Option 2 club and under the Montana 4-H Foundation Gen) to the state 4-H Office is **February 15, 2017**.

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 verify the EIN #, and make sure required signatures (directions on form) are complete. You need to also keep the 990, 990ez, or 990epostcard receipt from when you file with the IRS. Please keep the year-end financial assessment reports for each club and the 990epostcard in your county office. There is no need to send those materials to us, **but the reports still must be done. What needs to be sent to the State 4-H Office is the completed excel spreadsheet both a hard copy and an electronic copy and the check if applicable (see attached instruction sheet for details)**. If you have questions about something on the report, please call or e-mail and ask us.

On or before **February 15, 2017** the following is due to the 4-H Center for Option 1 & 2 Counties/Reservations.

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 chose 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/Reservation Spreadsheet

Review the 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. Active=A; Disbanded=D; Inactive keep EIN=IK; Inactive Drop EIN=ID; New=N

Please include whether or not clubs have disbanded or not and where the club finances went.

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