



January 27, 2021

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. 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 for all 4-H clubs in Delaware. In order to complete this task, I need to request that you complete your club audit report for the period of January 1, 2020, through December 31, 2020.

I have attached a copy of the annual club audit report that we need from your club. I have also attached a sample audit report as well as instructions. **We encourage ALL clubs to complete the electronic smart form** that can be located on the State 4-H website on the Club Management page (link address provided below in enclosures). This will help to insure all calculations are figured correctly. If for some reason you are unable to use this the smart form, you are permitted to complete the form by hand to provide this information. 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 1, 2021.** If you have problems or questions, please contact your County 4-H Educator or myself ([dcrouse@udel.edu](mailto:dcrouse@udel.edu)) or Melissa McDerby ([mmcderby@udel.edu](mailto:mmcderby@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.

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  
(<https://www.udel.edu/academics/colleges/canr/cooperative-extension/personal-economic-development/4H-youth-development/club-management/>)
2. Instruction Sheet
3. Revenue and Expense Category Explanations
4. Sample of Completed Form