

EXAMPLE LETTER

No Bank Account

This letter may be used as an example by club/group managers whose club does NOT handle any funds and does NOT have a bank account(s), therefore does not have a reason for uploading bank statement(s). This letter would be provided to the County Extension Office to be scanned (or provided in pdf format) to be uploaded into the 4-H CONNECT management system.

ANYWHERE 4-H CLUB
123 MAIN STREET
ANYWHERE, TX 12345

May 15, 2014

To Whom It My Concern,

The Anywhere 4-H Club does not currently have any monetary funds or bank accounts. As the club manager, I understand that if at any time our club opens a bank account or accepts/disburses any funds it shall be through a bank account designated with the 4-H Clubs name on it.

Upon opening any account, a copy of the bank statements will be provided to the County Extension Office.

Sincerely,
Molly Manager
Anywhere 4-H Club