

# EXAMPLE LETTER

## No Club/Group Budget

*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 a club/group budget. 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 a result the club does not develop an annual budget. As the club manager, I understand that if at any time our club opens a bank account or accepts/disburses any funds a budget will be developed and approved by the club membership and provided to our County Extension Office.

Sincerely,  
Molly Manager  
Anywhere 4-H Club