



Ohio State Beekeepers Association

Affiliated Association Program

Renewal Form *(Please respond by February 28, 2022)*

1. Association Name:

2. Federal Employer Identification Number (EIN):

3. Contact Information:

The IRS requires the listing of an address for each association for which the 501(c)(3) tax exempt status is sought. If the association does not have a permanent address, the address of the current president should be used. This address will be used for all official communication by OSBA, the Ohio Secretary of State, Ohio Attorney general and the IRS. The address may not be a PO Box.

Name/Title:

Address:

City:

State:

Zip:

Telephone Number:

Email:

4. Association Information:

Website:

Facebook Page:

Email Address:

Phone Number:

5. Officer's Contact Information: Attach any additional officers not listed below on a separate page.

President:

Address:

City:

State:

Zip:

Telephone Number:

Email:

Vice-President:

Address:

City:

State:

Zip:

Telephone Number:

Email:

Treasurer:

Address:

City:

State:

Zip:

Telephone Number:

Email:

Secretary:

Address:

City:

State:

Zip:

Telephone Number:

Email:

6. Club Bylaws/Constitution: If your associations Bylaws and/or Constitution have been revised since your application or last renewal, please attach your revised Bylaws and/or Constitution. Please initial the appropriate area to indicate changes.

Our Bylaws and/or Constitution has been revised. We have reviewed the **IRS-APPROVED LANGUAGE** document and have checked to make sure that our club bylaws have all the language required by the IRS. **A copy of our associations Bylaws and/or Constitution, as approved by our association and signed and dated by our club president and another officer, is attached to this document.**

No Changes have been made to our Bylaws and/or Constitution.

7. As the authorized representative for this association, I affirm that our beekeeping association understands that: Please initial the appropriate box below.

- a) Our association will uphold the guidelines as specified in the Articles of Association with The Ohio State Beekeepers Association, Inc.
- b) Our association will be required to submit a financial report for its most recently ended fiscal year to The Ohio State Beekeepers Association, Inc. on or before the deadline specified by The Ohio State Beekeepers Association, Inc. Affiliated Association Program Chairperson.
- c) Our association is responsible for reporting any changes or activities that may affect it's 501(c)3 status.

Yes, I understand.

No, I do not understand.

8. Financial information: Please indicate fiscal year:

“An independent audit is an examination of the financial records, accounts, business transactions, accounting practices, and internal controls of a charitable nonprofit by an "independent" auditor. "Independent" refers to the fact that the auditor/CPA is not an employee of the nonprofits but instead is retained through a contract for services, and hence is "independent."

"Audits rarely detect fraud, but auditors can provide nonprofits with information, tools, and strategies to better protect against such occurrences."

The cost of an independent audit varies, but it is not unusual for an independent audit to cost \$10,000, even for a small nonprofit. (<https://www.councilofnonprofits.org/nonprofit-audit-guide/what-is-independent-audit>)

“The objective of a financial "review" conducted by an independent auditor is to examine the nonprofit's financial statements and determine whether the financial statements are consistent with generally accepted accounting principles. A review shares the goals of an audit, however, a review is not conducted with the same level of investigation or analysis as an independent audit. . . . They review for material issues and obvious deviations from GAAP. But they won't go in and test unique individual transactions in the same way as in an audit. A review provides some assurance, but does not independently validate transactions."

A [financial] “compilation differs significantly from a review or an independent audit of financial statements. A compilation is literally a compilation of financial records into a format required by accounting standards. When this work is performed by an auditor it is referred to as a “compilation” and accounting standards require the auditor to assess whether the records are free from obvious errors.” <https://www.councilofnonprofits.org/nonprofit-audit-guide/what-is-a-review>

In Ohio, there is no state law requiring a nonprofit to conduct an audit (Ohio Rev. Code § 1716.04) Therefore, it will be important for your Finance Committee to recommend to their Board to replace the word “audit” with a more realistic process. Most local beekeeping associations with less than \$150,000 in annual revenue have never conducted an audit, and in reality have been for years conducting simply a “financial reconciliation.”

The majority of bee clubs were conducting the following annually:

- The treasurer provides the financial records to a committee to review at the end of the year.
- The committee reviews each check written, each receipt, and each invoice for consistency, validity to the budget, and timely payment.
- The committee ensures the bank statement reconciliations were completed, and the end of the year funds match the bank statement for the bee club.

These activities are a “financial reconciliation,” not an audit. If your club is conducting a simple financial reconciliation (not a formal accounting term), then that process should be listed in your Bylaws. If you continue to have the word “audit” in your Bylaws, eventually a “concerned” club/ board member can and will force the bee club to spend \$5000+ on an actual audit. Your Bylaws are a governing document, but it should reflect the reality, cost, and activity of the exact type of end of year / annual financial examination the bee club will conduct.

If your beekeeping association is conducting a “financial reconciliation” annually, a suggested format was provided above to provide assistance to OSBA Affiliates.

If you have any questions about end of the year financial reconciliations, financial reviews, and/or an audit please consult a Certified Public Accountant (CPA) in your area.

The Ohio State Beekeepers Association, Inc. is not a licensed attorney or Certified Public Accountant. OSBA is providing this information to its Affiliates as a reference. Affiliates are not required to conduct a financial review or audit unless their revenue meets specific thresholds of donors who may require a specific level of financial analysis. Refer to your own governing documents as to the annual financial requirements for your beekeeping association.