

# Douglas County 4-H Financial Policies

All forms referenced below are available at <http://www.uwex.edu/ces/cty/douglas/4h> unless a different URL is specified.

## A. Fund Raising

1. 4-H groups must follow the recommendations in the State "4-H Fund Raising" handout: <http://www.uwex.edu/ces/4h/resources/mgt/documents/4hFundraising.pdf>
2. 4-H groups who raise funds or accept gifts/donations must have a federal Employee Identification Number (EIN) and a checking account at a public financial institution.
3. 4-H groups planning a fund raising event or raffle must complete a "Fund Raising Request" form and submit it to the Leader's Association Board for approval at least one month before the fund raising event.
4. Fund Raising Requests will be discussed by the Leader's Association Board at their monthly meetings (second Monday of the month) or via email if a meeting is more than two weeks away.
5. For each fund raising event, 4-H groups must use the "Fund Raising Event Receipt Report" to track the amount of money raised.
6. 4-H groups must submit a copy of their "Fund Raising Event Receipt Report" to the Leader's Association after the fund raising event.

## B. Donor Solicitations

1. 4-H groups planning to solicit a business or organization for a donation must complete a "Solicitation Request" form and submit it to the Leader's Association Board for approval.
2. Solicitation Requests will be discussed by the Leader's Association Board at their monthly meetings (second Monday of the month) or via email if a meeting is more than one month away.

## C. Best Practices for Financial Accountability

1. 4-H groups must follow the recommendations in the State "Financial Accountability" handout: <http://www.uwex.edu/ces/4h/clubs/documents/FinancialAccountabilityfor4HClubsHandout1007.pdf>
2. 4-H groups are encouraged to use "Reimbursement Request" forms, receipts, invoices, deposit slips, treasurer's report and budgets. Groups may create their own or use the samples available from the Extension Office.
3. All financial decisions must be voted on by the 4-H group's membership. Decisions must be recorded in the minutes. For example: "John Doe moved and Jane Smith seconded that we spend \$50 on trophies. Motion carried."

Adopted 4/14/2008

#### **D. Situations for Required Board Action**

1. Persons accused of mismanaging 4-H money will be required to meet with the 4-H Youth Development Educator and Leader's Association Board of Directors.
2. The 4-H Youth Development Educator and Board may request financial records from any 4-H group at any time and have those records audited by a Board member or professional CPA.
3. If a person does not comply with the request for financial information they will be suspended from participating in Douglas County 4-H for an amount of time to determined by the 4-H Youth Development Educator and Board.