

Cowley County 4-H Financial Policy

"Extension boards are responsible for all non- appropriated funds generated for 4-H programs. This includes all funds collected or raised in the name of 4-H Youth Development programs. All club/organizations, project club/organizations, and the 4-H Council operate according to policies and procedures determined by U.S. Department of Agriculture, Internal Revenue Service, K-State Research and Extension, and the local extension board."

--Kansas Department of 4-H Youth Development Policy Guide, Revised April 2013

1. 4-H Club/Organization Account Setup

- 1.1. 4-H club/organizations should keep financial accounts for the transaction of monies raised in the name of that club/organization under Cowley County 4-H and the Cowley County Extension Council.
- 1.2. All accounts will be established with local banking institutions by a majority vote of the club/organization's membership. Minutes from the club/organization meeting reflecting the decision must be presented at the time of setting up the account.
- 1.3. All accounts shall require a minimum of two youth signatures for any withdrawals, expenditures or transfer of funds. Signatories on the accounts may only be youth officers of the club/organization. Suggested signatories are: President, Secretary, Treasurer. If the financial institution requires an adult signatory on accounts, it shall be the current Cowley County Extension Council Executive Board Chair.
- 1.4. Signatories will submit evidence of personal/legal identification when being added as a signatory to the account. This must include: full name, address, date of birth and photo id or transcript/school record, doctor's record. Copies will be kept with the club/organization's Secretary's book. The new signatories should be added to the account within ten working days of elections/appointment by the club/organization.

2. County Money Management Policies

- 2.1. All funds received should be receipted (cash and checks). One receipt book should be used to receipt all funds for the club/organization. The total of all receipts issued must equal the total amount deposited.
- 2.2. In the case of a voided receipt, sign and mark "VOID" on the receipt and leave both the white copy and yellow copy in the book.
- 2.3. At no time shall signed checks without a designated payee be kept on hand.
- 2.4. At the completion of an event where money has been collected, a written statement of amount collected showing breakout of cash (coins and currency) and checks, should be signed by at least two people (must not be two people living in the same household). Money and statement should personally be handed to the Treasurer as soon as possible after the event. A receipt will be given at the time of the exchange, verifying that the statement matches the balance of the money collected. All funds should be receipted each time they change hands; i.e. at time of collection from payee, from the financial institution upon deposit, between any individuals to whom funds are transferred.
- 2.5. All funds received should be deposited promptly. Deposit should match the total in the receipt book.
- 2.6. Stale Checks. All checks will be null and void after 90 days. The Treasurer will contact the payee after 60 days if a check has not cleared. If the payee does not cash the check within 90 days, he/she must provide a written request to the treasurer that the check be re-issued.

1. If the check is not re-issued, the treasurer will keep a list of stale checks with the finance folder to be carried over from year to year.

- 1.1. Checks will not be re-issued after twelve months from the date of issue.

2. Reimbursement/Invoice Policies

- 2.1. All payments for any 4-H club/organization event, contest or show expenses (including: supplies, prizes, judging fees, etc.) are to be paid through the club/organization's Treasurer with a club/organization check whenever possible.
- 2.2. Check all invoices for items purchased to determine if they are authorized and correct, prior to issuing a check. Prepare checks for payment of invoices, upon verification of authorization. Never pay in cash.
- 2.3. Reimbursements will only be made upon timely presentation of appropriate receipts.
- 2.4. Bills should be paid on the 1st and 15th of each month.

3. Financial Records Policy

- 3.1. Maintain a finance folder that contains: bank statements account statements, invoices, deposit slips, canceled checks and paper copies of the checkbook registers for the year. Finance folders shall be kept by the club/organization for seven years.
- 3.2. A paper copy and electronic backup should be done quarterly and stored off site.

4. Committee and Event Policy

- 4.1. Committees should submit a written summary report to the Secretary of the club/organization at the next meeting after the event. The report should include number of people in attendance, how many supplies were purchased and suggested changes for future events.
- 4.2. Out of county event registrations are not valid until payment is received and cleared. Registrant will not be allowed to attend the event without cleared payment. Payment on the day of the event must be delivered in cash.
- 4.3. Unless otherwise stated, no refunds will be granted.
- 4.4. In-county event registrations are not valid until payment has been received. If event registration is not paid and cleared by the date of event, a certified letter will be sent to the registrant. If payment is still not received and cleared 30 days after the event, the Extension Council Executive Board will contact the registrant. If payment is not received after 90 days, the Cowley County Counselor will be contacted for legal action.

5. Insurance

- 5.1. The Cowley County Extension Council will purchase two types of insurance in order to safeguard the organization and its members.
- 5.2. General Liability
 - 5.2.1. General Liability Insurance Policy is to protect the organization with regard to personal property, valuable paper, income loss, money coverage, fire, medical product, property damage, advertising liability, error and omissions, personal injury, hire and non-owned automobile and blanket contractual.
- 5.3. Bonding
 - 5.3.1. A Blanket Dishonesty Bond of \$100,000 shall cover all officers of the organization.

6. Financial Review Policy

- 6.1. Each club/organization is required to complete an internal financial review annually and submit to the Cowley County Extension Office for review by the Extension Council Finance Committee by November 30.
- 6.2.

1. The financial review must be completed on the Financial Review form available at the Extension Office or at www.cowley.ksu.edu.
2. The Financial Review Committee must be comprised of four people: 2 youth, 2 adults. The members of the committee shall not be family members of signatories on the account.
3. The club/organization Treasurer must submit all financial documents including the finance folder to the Financial Review Committee.
4. The Financial Review Committee makes suggestions and verifies that all club/organization financial records are in order, signs the Financial Review Report and submits the report to the Cowley County Extension Office. All monies collected and raised in the name of Cowley County 4-H are the ultimate responsibility of the Cowley County Extension Council. Club/Organizations which do not complete an annual Financial Review jeopardize remaining in good standing with the Extension Council.
5. Any 4-H club/organization or group not listed in the Department of 4-H Youth Development database and not undergoing an annual financial review by the extension board — or any other account not in compliance with this policy:
 1. will not be considered a formally authorized club/organization/group/affiliate,
 2. will not be considered a charitable organization according to the IRS,
 3. must not accept donations as tax-deductible,
 4. will be subject to reconsideration of the privilege of using the 4-H name and emblem, and
 5. will be responsible for registering and reporting as a “for-profit” business, subject to all associated tax filing and reporting responsibilities.

Adopted
Sept. 4, 2014