

Winnebago County 4-H Leaders' Association • Financial Policies

4-H Clubs/Groups must follow all State/Federal guidelines regarding finances.
For current policies and information please see the following resources:

Wisconsin 4-H Policies (See Financial Section)

<https://4h.uwex.edu/about-4-h/>

4-H Clubs/Groups Financial Management

<https://fyi.uwex.edu/wi4hvolunteers/clubs-and-groups/finances/>

Additional Winnebago County 4-H Financial Policies

4-H Fundraising

Coordinators of 4-H events should strive to make fundraising decisions based on past practice and years of quality service; when possible, giving preference to 4-H organizations.

All event coordinators will decide what they would like sold at fundraisers as well as who will sell for their organization, subject to the following listed provisions:

- All major/high profile fundraisers may be reviewed annually at the Winnebago County 4-H Leaders Board discretion. Examples: Dipper, Pizza Making, Breakfast at the Fair, and Basket Raffle
- All 4-H organizations will comply with appropriate health department and/or licensing guidelines.
- Any 4-H organization relinquishing a fundraiser is asked to allow the 4-H Leaders' Board to find another 4-H organization to fulfill the commitment.

Policy listed above is open for annual review by the Winnebago County 4-H Leaders' Association or its designee.

Checks

Checks for payment need to be made payable to: Winnebago County 4-H Leaders' Association.

Non-Sufficient Funds (NSF) Checks

All NSF check writers will be notified by the UW-Extension Office (on behalf of the Winnebago County 4-H Leaders' Board) of the NSF Check and associated fees. The writer will be asked to submit payment in the form of cashier's check, money order or cash in the amount of the check plus the amount of the NSF fee.

If the NSF check is not resolved within 60 days of initial notification (or is determined to be unresolvable at any point):

- UW-Extension Staff will notify the finance committee chair of the NSF check for accuracy of budgeting/financial reporting. Name of the writer will not be shared to protect the confidentiality of the 4-H family.
- The check writer will receive a final notification by the UW-Extension Office (on behalf of the Winnebago County 4-H Leaders' Board) that any future monetary transactions with 4-H will need to be in the form of cashier's check, money order or cash until the NSF check/fees are resolved.

This policy will be published in the News & Views, on fundraising and registration paperwork and at 4-H events/fundraisers.

Monetary Requests

Monetary requests can be monies needed over and above those items already budgeted or any new requests.

Any monetary requests up to \$250.00 will be decided by the Finance Committee. Anything above \$250 will be brought to the Finance Committee and then brought to the entire Board of Directors.

Audits/Reviews

The Finance Committee will audit the financial books annually.

Outside review may occur at the discretion of the Finance Committee.

Bank Signature Card

Two signatures will be kept on the Winnebago County 4-H Leaders Association account bank signature card. These signatures will be:

1. Treasurer
2. Board President (if Board President is on the Finance Committee, the Vice-President assumes the duties of the Bank Signature Card)

*Reviewed & Updated 2018
Approved April 24, 2018 at All-County Leaders' Association Meeting*

Number of Signatures on Checks

One, typically the treasurer

Rationale: The purpose behind two signature checks would be to ensure verification of the financial books. It is difficult enough for one person to have intimate knowledge of the books, let alone two people. Also, the logistics of timely payment comes into play. Consideration was given of having 2 signatures on checks over \$10,000 but no action was taken.

Member National Trips

For each trip, the Leader's Association would pay 50% of the trip unless a financial emergency emerges with the 4-H Leaders Association **or** more than the usual number of participants apply.

- Recommendation for a total number of 13 slots for the following trips:
 - Space Camp
 - American Spirit Trip
 - National Congress
 - Citizenship Washington Focus

Equipment Recommendations

- Before equipment is purchased, it must meet the state policy guidelines, "Considering Expenditures of Over \$500, Capital Equipment & Gifts."
- Tools which could or would be shared at an event (wheel barrows, brooms, shovels and dust pans – equipment which the participant is reasonably expected to have) would not be covered by the Leader's Association. That equipment should be fund raised for if it is deemed necessary by the project

Banquet Recommendations

- Cost will be \$7.00 per person to be revisited at budget time.
- Limit the prizes and decorations to \$400.
- No Family Discounts
- Under 5 Free
- Meals for 4 main award winners (Friend in, Friend of, Volunteer, and Alumni) and a guest will be complimentary.

*Review Scheduled for 2017-2018
Approved May 17, 2011 at All-County Leaders' Association Meeting*
