

**Winnebago County 4-H Leaders’ Association
Moolah Report**

The Moolah Report is used to access funds for committees/groups who operate under the Winnebago County 4-H Leaders’ Association Charter. Please note that the 4-H Leaders’ Association Treasurer is a volunteer who will do their best to process requests in a timely manner. Groups should identify/elect their own “treasurer” to keep a record of their financial transactions. (Think of the County Treasurer more like a “bank” and your group’s treasurer as your “bookkeeper.”)
**Wisconsin 4-H Financial Polices & Guideline are available at:** [**https://winnebago.extension.wisc.edu/4h/resources/**](https://winnebago.extension.wisc.edu/4h/resources/)

**Expense/money OUT of**  **your account**
**Step 1: What type of request is this?**(please fill out one Moolah for each person to be paid)

**Date Submitted to Extension Office:**

|  |  |
| --- | --- |
| □ This is a personal **reimbursement** for supplies purchased  (submit receipts with Moolah)□ This is a **bill to pay** (submit bill/invoice with Moolah)  Date Due:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□ This is an **Advance Request**  ($ needed before event)  Date Money is needed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(requires a 2 week notice)* | Make Check Payable to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Send Check to (address):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Step 2: What is this money for?** (Money must be categorized below with specific descriptions to help us provide accurate reports to state/federal agencies. Events may use multiple categories, with total at bottom)
**List Amount:**$\_\_\_\_\_\_\_\_ Request for **Start-up Money** Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Break Down:** **$10**\_\_\_\_\_\_\_\_ **$5**\_\_\_\_\_\_\_\_ **$1**\_\_\_\_\_\_\_\_ **Quarters** *( in rolls of $10)* **$**\_\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_ **Educational Event.** Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_ **Raffle.** Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_ **Fund Raising**. Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_ **Participation Fee/Sponsorship**. Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_ **Other**. Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$**\_\_\_\_\_\_\_\_\_\_\_\_Total** from Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (account name or description: Dog Project, Fun Day, Camp, Dipper, etc)

**Steps 3 & 4: Sign & Submit moolah** to County 4-H Treasurer c/o of Extension Office ASAP.

 **Submit copy** of Moolah Report to your group’s Treasurer for your group’s records.

**Submitted by (Signature):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Date

 **Authorized\* by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\*The “authorized” person is your committee/group chairperson or treasurer. They can “authorize” by signature here or by Email.

If you are the person submitting the form and the authorized person of your group, you will sign twice.

**Treasurer processes Moolah Reports at the Extension Office on a bi-monthly basis.**Extension Office • 625 E County Rd Y • Suite 600 • Oshkosh WI 54901 • 920-232-1974

Last Updated: 2/7/2020