



# 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 Policies & Guideline are available at:**

<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)

<b>Date Submitted to Extension Office:</b> _____
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<input type="checkbox"/> This is a personal <b>reimbursement</b> for supplies purchased (submit receipts with Moolah)	Make Check Payable to: _____  Send Check to (address): _____ _____ _____
<input type="checkbox"/> This is a <b>bill to pay</b> (submit bill/invoice with Moolah)  Date Due: _____	
<input type="checkbox"/> This is an <b>Advance Request</b> (\$ needed before event)  Date Money is needed by: _____ <i>(requires a 2 week notice)</i>	

### 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.**

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