

**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 “book-keeper.”)
**Wisconsin 4-H Financial Polices & Guideline are available at:**
[**https://winnebago.extension.wisc.edu/4h/resources/**](https://winnebago.extension.wisc.edu/4h/resources/)

 **Income/money INTO your account
Step 1: Cash/Check Count** To be completed at time money is received/end of event & verified by two people (must be at least one adult, should be two people unrelated to each other)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type** | **$ Amount** |  | **Type** | **$ Amount** |  | **Type** | **$ Amount** |
| Pennies |  |  | $1 |  |  | $50 |  |
| Nickels |  |  | $5 |  |  | $100 |  |
| Dimes |  |  | $10 |  |  | Checks |  |
| Quarters |  |  | $20 |  |  | Other: |  |
| Other: |  |  | Other: |  |  | **Grand Total:** |  |

Date/Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UWEX Staff\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_ Signature #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 2: What was this money from?** (Money must be categorized below with specific descriptions to help us provide accurate reports to state/federal agencies.
Events may use multiple categories)
 **List Amount:**
$\_\_\_\_\_\_\_\_\_ Return of **Start-up Money**

**Date Submitted to Extension Office:**

$\_\_\_\_\_\_\_\_\_ **Participation Fees.** Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_\_ **Donation**. Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

 **$\_\_\_\_\_\_\_\_\_\_\_ Total** for Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(should match $ listed in Step 1) (account name or description: Dog Project, Fun Day, Camp, Dipper, etc)

 **Steps 3 & 4: Sign & Submit moolah (& money)** 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.

*Your signature indicates you have counted money you are submitting and agree with totals indicated above.*

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

 Phone Date

 **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