



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 Policies & Guideline are available at:
<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
Pennies	
Nickels	
Dimes	
Quarters	
Other:	

Type	\$ Amount
\$1	
\$5	
\$10	
\$20	
Other:	

Type	\$ Amount
\$50	
\$100	
Checks	
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**

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

\$ _____ **Donation.** Description: _____

\$ _____ **Raffle.** Description: _____

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

\$ _____ **Other.** Description: _____

Date Submitted to Extension Office:

\$ _____ 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

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