



## Green County 4-H Committees

### Income and Expense Procedures & Best Practices

Funds raised and dispensed in the name of 4-H must be publicly accountable and must be used only for 4-H educational purposes. Financial record keeping is both the responsibility of the 4-H Adult Leaders Treasurer and the individual 4-H Committee. Financial records should be kept up-to-date by the 4-H Committee and reported at each group meeting. In order to ensure financial best practices are being adhered to and to ensure accuracy of all accounting records, please use the following procedures for 4-H Committee income and expenditures:

#### Income / Deposits

1. The Green County 4-H Adult Leaders "[Income Receipt Form](#)" must be completed for all monies received. This form must include the amount (cash vs. checks), date, person delivering payment and explanation for Income Source. This form must also indicate which Fund (committee/project) the income is for.
2. In the case of a fundraising event or membership dues collection event, please note:
  - a. When reasonably feasible, please provide some form of documentation that justifies the amount of funds being submitted (i.e. membership registration spreadsheet, list of auction items and price, etc.)
  - b. All deposits must be dropped off at the Green County UW-Extension office within 3 business days of the completed fundraiser or registration event.
  - c. All deposit forms must be signed by two (2) individuals to ensure accuracy of funds. The two signatories should not be related to each other.
3. Copies of all Income Receipt forms need to be made to ensure best practices are being adhered to and to ensure accuracy of all accounting records.
  - a. The Green County 4-H Adult Leaders organization receives the original that is to be turned into the UW-Extension Office where the Green County 4-H Adult Leaders Treasurer will receive and keep it for tracking purposes.
  - b. A copy is made for the UW-Extension Office to be kept on file by the UWEX Staff.
  - c. It the responsibility of the committee's financial secretary to keep a copy of all income forms for verification purposes. Copies can be requested from UWEX as needed.

#### Expenses / Payments

1. Committee members need to approve expenses/payments. This is done through the committee's annual budgeting process. If the payment is outside the approved budget, a vote is needed by the committee membership at the next meeting.
2. The Green County 4-H Adult Leaders "[Expense Reimbursement Form](#)" must be completed for all expenditure requests. All requests need to follow the Green County 4-H Adult Leaders Association Reimbursement Procedures, including:
  - a. 4-H prefers not to reimburse for sales tax. See UWEX for a *Certificate of Exempt Status*.
  - b. A receipt/bill for the expense must be attached to the Expense Reimbursement Form.
  - c. The form requires signature by the Committee Chair or Treasurer, indicating that this expense has been approved by the committee.
  - d. Requests should be submitted within one (1) month of when the expense was incurred.
3. Copies of all Expense Reimbursement forms need to be made to ensure best practices are being adhered to and to ensure accuracy of all accounting records.
  - a. The Green County 4-H Adult Leaders organization receives the original that is to be turned into the UW-Extension Office where the Green County 4-H Adult Leaders Treasurer will receive and keep it for tracking purposes.
  - b. A copy is made for the UW-Extension Office to be kept on file by the UWEX Staff.
  - c. It the responsibility of the committee's financial secretary to keep a copy of all expense forms for verification purposes. Copies can be requested from UWEX as needed.