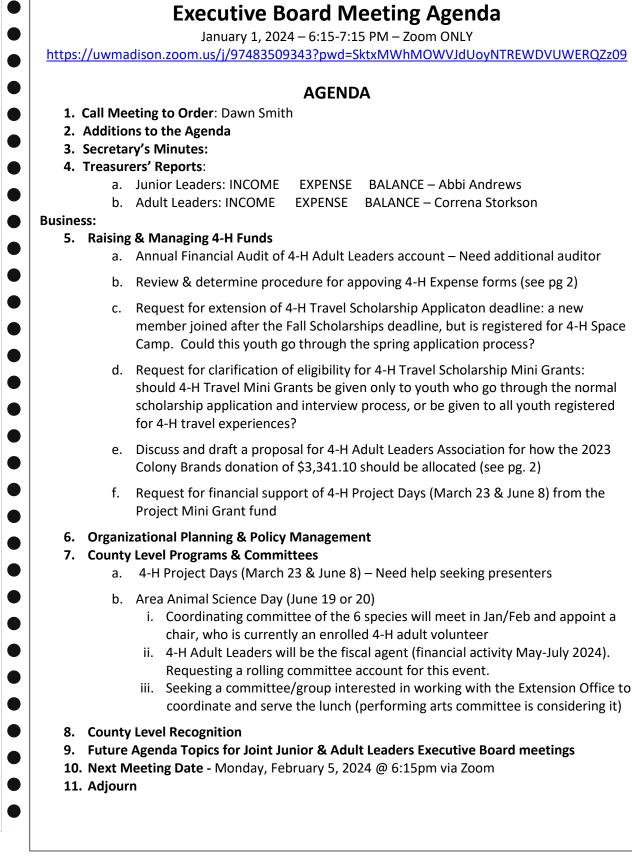


Green County 4-H Executive Board

Presidents **Dawn Smith** Washington Center Jackie Nusbaum Next Generation Vice Presidents Ann Goers Washington Center Secretaries Katy Dickson Browntown Busy Beavers Treasurers **Correna Storkson** Washington Center Abbi Andrews Next Generation Members At Large **Stacy Leitner** Clarno **Tyler Sievers** Clarence Bridge Pioneers Mara Dickson Browntown Busy Beavers Skye Dickson Browntown Busy Beavers Emily Goers Washington Center **Brooke Mueller Clarence Bridge Pioneers Mirielle Smith** Washington Center Jr. Leaders Advisor **Debbie Myers** Next Generation Extension Green County 2841 6th St. Monroe, WI 53566 328-9440 Fax: 328-9519 On the Web: https://green.extension.wi sc.edu/4-h-youth-

development/

LIW-MADISON EXTENSION



An EEO/AA employer, University of Wisconsin-Madison Division of Extension provides equal opportunities in employment and programming, including Title VI, Title IX, the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act requirements.

5.b. Review & determine procedure for approving 4-H Expense forms

- Previous procedure
 - 1. Individual seeking reimburement fills out the expense form (or the Extension Office does)
 - 2. If it is a committee expense, confirmation that this is an approved expense is sought by signature of the committee financial secretary or committee chair
 - 3. 4-H Adult Leaders treasurer signs the expense form and cuts the check
 - 4. An adult member of the Executive Board reviews and signs all expense forms
- New proposed proceure
 - 1. Individual seeking reimburement fills out the expense form (or the Extension Office does)
 - 2. Confirmation that this is an approved expense is sought by...
 - If line item is overseen by a committee, then the committee financial secretary or committee chair are asked to sign the form
 - If the line item is not overseen by a committee, then the expense must have been approved as part of the budget or at an Executive Board or Adult Leaders meeting, in which case an apointed member of the Executive Board is asked to sign the form (with the Board President serving as a back-up in the case of a conflict of interest).
 - 3. 4-H Adult Leaders treasurer signs the expense form and cuts the check
- 5.e Discuss and draft a proposal for 4-H Adult Leaders Association for how the 2023 Colony Brands donation of \$3,341.10 should be allocated
 - In 2023, we received \$2,165.65 from Colony Brand, and allocated it as follows:
 - \$1,600.00 to Club Mini Grants for a balance of \$2,069.98 (plan to distrubte \$4 per member)
 - \$0 to Project Mini Grants for a balance of \$1,290.00 (plan to distribute up to \$200 per project)
 - \$565.63 to Travel Mini Grant for a balance of \$915.63 (plan to distribute up to \$50 per travel)
 - As of December 2023, the balance of the Mini Grant funds are:
 - o Club Mini Grant \$269.00
 - Project Mini Grant \$1,491.23
 - Travel Mini Grant \$615.63