Policies and Procedures for Handling Volunteer and County Office Financial Accounts

Background/Statement of Need

County extension office projects, organizations, and volunteers, including the 4-H Council and 4-H clubs, are an integral part of the education program of the land-grant university and the U.S. Department of Agriculture. Volunteer leaders represent the University of Idaho and serve as lay educators of youth and other adults. In their volunteer roles, leaders have the responsibility to follow

Certification Form (p. 7) for each account that is not audited in the yearly county financial audit or by the county clerk. The Annual Summary Financial Report(s) (p. 11) or similar output from Quick Books or an equivalent program must be reviewed by the county chair and submitted to the District Director by November 1. Copies of audits will be provided to the District Director annually by the

Managing Financial Receipts and Expenditures

It is important to keep accurate and consistent records of all financial receipts and expenditures in order to assure that all funds received and all funds paid out are completely and accurately accounted for and are handled only by authorized persons.

Financial Disbursements

The following financial procedures must be used to properly account for any funds expended:

1. All disbursements must be made by check.
2. Printed, pre-numbered checks are used and properly controlled.
3. The supply of blank checks is adequately secured.
4. **Checking accounts must have at least two authorized signers; all written checks mus [(T)8.355cks0 Tc 0T leau anrsos**

Auditing Group Books

The financial reports of every group will be reviewed and audited on a yearly basis as a sound fiscal management practice. The review and audit should be a careful examination to check for accuracy of how well the treasurer and the group are handling the organization's (public's) money. The president or chair of the organization will appoint a financial audit committee to conduct and report the annual audit. It is recommended that at least three people be involved in the audit process, and that the treasurer be present at time of the audit. The financial audit team should not include a member who is in the same family as the organization's treasurer. In most instances, the financial audit committee can be comprised of volunteers in the organization who have undergone training on how to conduct an audit.

An audit of the books must be conducted by a financial audit committee when transferring responsibility from one person to another

EXAMPLE

Financial Audit Committee Certification

We have carefully audited the available financial records and accounts for the _______ County _____________________ Club/Group on __________ and certify this report to be correct to the best of our knowledge. Note comments and recommendations, if any.

______________________ Signature	_________ Date	______________________ Signature	_________ Date
______________________ Signature	_________ Date	______________________ Signature	_________ Date

Comments/Recommendations

The following form on the next page may be used to help guide the financial audit committee through the audit process.

EXAMPLE EXAMPLE EXAMPLE

FY 2011 FINANCIAL STATEMENT
September 30, 2011
Mountain View 4-H Club

INCOME		
2010 Carryover		$1,538.00
Club Member Dues	$375.00	
United Way	350.00	
Food Booth Income	827.00	
Raffle Income	223.00	
Bank Interest	8.25	
TOTAL INCOME:		**$3,321.25**

EXPENSES	
Club Member Dues to County	$375.00
4-H Publications	47.50
Club T-shirts	250.00
Camp Scholarships	200.00
Safeway (for Food Booth)	863.40
TV for Raffle	250.00
Sales Tax	63.00
TOTAL EXPENSES:	**$2,048.90**

KEY BANK ACCOUNT

Savings	$0
Checking	1,

EXAMPLE EXAMPLE EXAMPLE

FY 2012 PROPOSED BUDGET
Mountain View 4-H Club

	2011	2012
INCOME	**ACTUAL**	**PROJECTED**
Carryover	$1,538.00	$1,335.35
Club Member Dues	375.00	475.00
United Way	350.00	400.00
Food Booth Profit	827.00	900.00
Raffle Profit	223.00	300.00
Bank Interest	8.25	9.00
TOTAL INCOME:	**$3,321.25**	**$3,419.35**
EXPENSES		
Club Member Dues to County	$375.00	$475.00
4-H Publications	47.50	50.00
Club T-shirts	250.00	275.00
Camp Scholarships	200.00	250.00
Safeway (for Food Booth)	863.40	875.00
TV for Raffle	250.00	250.00
Sales Tax	63.00	70.00
TOTAL EXPENSES:	**$2,048.90**	**$2,245.00**
KEY BANK ACCOUNT		
Savings	$0	$0
Checking	$1,272.35	$1,244.35
SEPTEMBER 30 CARRYOVER:	$1,272.35	$1,244.35

Annual Summ

Completing the Annual Summary Financial Report

1. The **Annual Summary Financial Report** provides an overview of your group's financial activities for the year (October 1 to September 30). At the top of the form, fill in your group's name, your bank's name, and the dates covered by the report.

2. Line 1, **The Balance at Beginning of Year**, is the amount on hand on the first day of the County Extension fiscal year (October 1st).

3. Lines 2 though 6 are where you would report your group's **Income** for the year. Each line should report all the income from a particular activity or event. For example, line 2 may be for enrollment income, line 3 for candy sale income, etc. Fundraisers can be reported all together or separately, such as line 3 for a candy sale and line 4 for a car wash, or line 3 for the candy sale and car wash combined.

4. Line 7, **Total Income for Year**, is lines 2 though 6 added together.

5. Line 8, **Adjusted Balance**, is your beginning balance (line 1) added to your total income for the year (line 7). This line shows how much money your group had to work with during the year.

6. Lines 9 through 14 are your group's **Expenditures** for the year, again grouped by a particular activity or event.

7. Line 15, **Total Expenditures for Year**, is lines 9 though 14 added together. This line will show how much money your group spent during the year.

8. Line 16, **Balance at End of Year**, is your total expenditures (line 15) subtracted from your adjusted balance (line 8). This line will show how much money your group has to start the new fiscal year.

9. Compare line 16 with your bank statement. They should be the same. If they are not the same it is probably because some checks and/or deposits have not yet cleared the bank. Use line 17 to add the total of all your checks that haven't cleared the bank yet to your balance (line 16). Next, use line 18 to subtract the total of all your deposits that haven't cleared the bank from your balance (right hand column in line 17). Write your new balance on line 19. The balance should now be the same as your bank statement. If it still doesn't add up, you need to go back and check all your income and expenditure amounts.

10. Finally, sign and date the report where it is indicated for the treasurer's signature. Also, have group's leader sign the report. Retain a copy for your group's records and submit a copy to your County Extension Office.

Club/Group Financial Documents Form

County Name:

Total Number of 4-H Clubs/Groups:

Club/Group Name	Date Completed Report Received: Annual Summary Financial Report	Date Completed Report Received: Financial Audit Committee Certification

(Add more lines for additional clubs/groups)

Signatures:

County Extension Professional: ____________________________________
Date____________________________________

County Chair: ____________________________________
Date____________________________________

District Director: ____________________________________
Date____________________________________

State 4-H Program Director: ____________________________________
Date____________________________________

Submit to University of Idaho 4-H Youth Development Office after District Director signs.