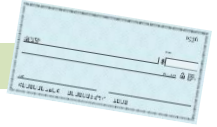


# Handling 4-H Funds – Quick Guide



## RECEIVING MONEY...

**Club funds are to be received/collected by the club treasurer (not the Extension Office).**

Once received...

1. Stamp the back of check with “For Deposit Only, Virginia Cooperative Extension, Highland County.”
2. Complete a receipt ticket in your club’s receipt book...for cash or check. The top copy can be given to the individual who gave the money to the club, if requested.
3. The treasurer will prepare a bank deposit slip/ticket for the funds received. This must list the name of the individual(s) with amount of check. If cash is received, record the total at the top of the deposit ticket where appropriate. Show total of all entries at bottom of deposit ticket. In white space, note club name and brief reason for deposit, ie. “Hoofbeats Club-shirts”
4. The treasurer will prepare a **4-H Club Deposit Form** and obtain signatures from at least 2 club members or leaders and date. This form verifies that the funds were received, the amount, and description of why funds were received. This total should correlate with the deposit ticket.
5. The club treasurer is required to deposit funds at Summit Community Bank and must receive a receipt from the bank. Funds need to be deposited weekly or anytime if the amount is \$400 or more. The Money, Deposit Ticket, and 4-H Club Deposit Form with signatures can be placed in a tamperproof bag (supplied by Extension) and taken to the bank.
6. All checks must be made payable to VCE-Highland with a note in memo as to which club gets the funds. Clubs are to use the VCE-Highland deposit slips/tickets.
7. The club treasurer or representative will take the bank validated deposit receipt stapled to the tear-off from the tamper proof bag, along with the 4-H Club Deposit Form to the local Extension office (within 3 days of the deposit).
8. Record deposit in club’s treasury records.

Note on deposits: If you receive a donation and the donor asks for a receipt for tax purposes, the donation must be made payable to Virginia Tech Foundation, not VCE-Highland. Contact the Extension Office before handling this type of donation.

## SPENDING MONEY...

**Clubs do not write checks. All club expenditures must be approved in advance by the club membership and recorded in the club meeting minutes.**



1. The club treasurer will complete the **4-H Club Payment Processing Form** for club purchases. This form must have two signatures on the form (by enrolled members or leaders). If reimbursing a member or leader, the club must provide the **4-H Club Individual Reimbursement Form** with two signatures by enrolled members or leaders (someone that will not receive the reimbursement). Include a brief description of why payment is needed...ie. Corn Maze Admission Fees. The 4-H Agent must initial reimbursement forms.
2. If club wants to purchase something or donate to another group...provide the name, address, and amount (plus any other information in order to process the payment). Receipts must be given to the Extension office in order to process the payment along with the proper processing form/reimbursement form noted above.
3. Record expense in club’s treasury records.

**The Extension Office reconciles accounts monthly and will send the club treasurer a copy of the documentation for the club treasurer’s records. The treasurer then reviews the club’s records with the statement from the Extension Office to confirm funds were handled properly.**

