

# Clark County 4-H Leaders Federation Financial Guidelines

Adopted by Clark County 4-H Leaders Federation Board 2-25-2008

## Handling Bills, Receipts, and Income

- All bills must have all receipts and a signed Income/Expenses Voucher before they are paid.
- The treasurer will present all bills to be paid to the Finance Committee and Federation Board for proper approval unless already pre-approved through the Budget approval process.
- All income must be accompanied by the signed Income/Expenses Voucher
- Project and Activity/Event Committees must submit a budget request that includes projected costs, anticipated revenue from fees or donations and requested funds from the Federations. Upon approval through budget process, bills submitted with the proper paper work will be paid. Items needed beyond the budget request process will need Federation Board approval. Explanations for additional purchased items may be requested or further documentation required.
- The Clark County UW-Extension office can serve as a collection site for volunteers for submitting bills and income. The Clark County UW-Extension office will maintain a spread sheet of the bills and income that is submitted by volunteers for pick up by the Clark County 4-H Federation Treasurer. Receipts will be issued for all money handled. It is expected that a regular pick up schedule is established and communicated. These spread sheets and receipts are kept with the financial papers.
- Items purchased by committees are the property of Clark County 4-H. They are to be included in the annual inventory list.
- All Income/Expense Vouchers, Finished Activities Report and Inventory Vouchers are due to the UW-Extension Office 30 - 60 after each event.

## Handling Contracts

- The Clark County 4-H Leaders Federation will review all contracts for goods and services where 4-H monies are being used.
- The Federation President and a Board Member sign all contracts.
- The Federation President will keep all contracts on file for annual review. The original contract is to be kept in the UW-Extension office. Project/Activity committees need to keep a copy in their working file.
- Input from Project/Activity chair should be taken into consideration when contract is presented.

## Plan for Flexibility for New Projects

- New Project and Activity/Event Committees are welcome at any time.
- A projected budget is requested with anticipated start up fund for approval by the Federation Board.
- Existing or continuing Project and Activity/Event Committees must file a budget request for each year. Requests for new activity or events or other new expenditures are welcome at any time. Fund requests will need the approval of the Federation Board.
- Federation Board members may want to do a personal visit at meeting to address Federation concerns/safety/security/accountability and to provide support to Leaders and Events. This visit will also insure the 4-H mission is being followed.

## **Guidelines for Discussion and Decisions for New Budget Options**

1. A line item in the budget for new projects  
Considerations: % from budget  
Cost per participant  
Impact on future projects  
1-time project with merit
  
2. Projects may need participation fees  
Considerations: At what level  
Donations  
Grants- federation/foundations  
Who covers startup costs
  
3. Can this project be blended into an existing project?  
Considerations: Number of participants  
Number of leaders required  
Time constraints /locations needed

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