Trempealeau County 4-H Leaders Association
Current Policies

This policy is not part of the bylaws and may be changed by a majority vote of the Board.
The treasurer shall maintain accurate and up-to-date financial records and reporting, collecting, and disbursing funds as directed by the board.

Funding Requests:

- The Trempealeau County 4-H Leaders Executive Board includes money in its budget to help defray some of the costs of 4-H educational trips or activities in which Trempealeau County 4-H members and leaders participate.
- The amount the Association can contribute in a given year depends on the success of fundraising efforts, the amounts spent in other budget areas, the number of applicants, and the level of requests.
- Applicants must complete the application to be eligible for funding for major trips and awards, including a record book, work and assistance with a 4-H Parent and Leaders Board-designated fundraiser, and a funding request form.
- They must present in front of the Leaders' Board at one of the quarterly meetings. Accommodations can be made if they cannot attend in person to the Leaders' Board (i.e. video presentation or conference phone call) during the Leaders' Board meeting time.
- Applicants must have a letter of reference from the club leader. A personal interview is required before selection for funding towards awards (Key Award) or major trips (Citizenship-Washington Focus, State Youth Conference, National Congress, National Conference, Space Camp, Exchange Trips, East/West Spirit Trips, and others designated by the Leaders' Board.)
- Funding requests will be submitted before the event. The leaders meet quarterly on the fourth Monday of each month.
- Requesters who

Financial Institutions and Accounts:

- Financial institutions to be used by the association must be approved by the Board.
- At least one account be available in the Whitehall-based financial institution for deposit access to the UW-Extesion Office.
- At least one account must be available in the Galesville-based financial institution for deposit access during activities based at the Trempealeau County Fairgrounds which are mostly cash-based.
- Electronic banking may be used if the board approves and key information is shared with signatories.
- Any physical statement from any accounts will be sent to the UW-Extension Office.
- Currently, the Association's checking account is based out of RCU (Whitehall), and there are savings accounts and certificates of deposits.
- CDs may only be opened with the authorization of the board.
- The board reserves the right to restrict the movement of funds between accounts.

Revised and Approved:
Effective Date:

- Currently, the treasurer is authorized to move funds from the CCU Savings account to the RCU Checking account as needed provided the amount moved is reported as part of the monthly financial report.
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Signatories:

- Association accounts will have at least two signatories: the treasurer and one other board member, preferably the president. Checks need only one of these signatures to be valid.
- The board reserves the right to make any account require two signatures on checks.
- Electronic Banking user IDs and Passwords will be available to the signories, and they will not be changed without the new information being distributed to them.
- For any check wherein the Treasurer is the payee, another signatory must sign the check. The payee of the check cannot be the signatory on the check.
- If the treasurer retains possession of the checkbook, they must bring it to every board meeting or see to it that other signatories have the checkbook for meetings that the treasurer must miss. Alternatively, the Executive Board may decide to keep the checkbook or a second instance of the checkbook in the UW-Extesion Office to be brought to every meeting.
- The County Educator may be made a signatory or given a pre-paid credit card to pay for items they have been authorized by the board to procure.

Documentation:

- The Association will maintain a cloud-based repository for documentation of financial matters.
- As of this writing, this is a Google Drive account. It is available to all Executive Board Members at any time.
- The Checking Account Register will be maintained in a spreadsheet on the repository.
- The treasurer agrees to have electronic copies of all bank statements and documentation for all financial transactions loaded into this repository within a month of the transition dates.
- The treasurer will balance the accounts monthly and report discrepancies.
- The board may assign another member the periodic responsibility to check that the statements are in balance with the check registry.
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Transaction handling:

- Many requests for disbursement or payments from fundraising will pass through the UW-Extension Office where they are recorded on an office register of income expenses.
- The accompanying checks, monies, and requests for disbursements are placed in the Treasurer's folder with the officer register and passed to the treasurer at a monthly meeting or picked up at another agreed-upon time.
- Digital copies of office registers whole be included in the repository, generally as part of the related bank deposit scan.
- Cash receipts from fundraisers such as the fair food stand should be counted separately by two adult/older youth individuals and compared for preparation for the deposit slip. This will ensure that counting errors do not occur. Note that the food stand manager or

other fundraiser leader may make these deposits, not the treasurer. The treasurer may not be able to record these deposits until after the fact.

- All monies funds are to be deposited promptly; that is, within 30 business days of receipt by the treasurer. Electronic scans documenting the deposits, checks included and the Extension Office register on income and expenses should be included in the repository.
- All expenditures of 4-H funds require approval by the board or by the appropriate project committee or staff member overseeing those funds.
- Checks will be valid for up to 90 days based on the date of check issuance. After 90 days, the checks are non-redeemable and will be considered void. The treasurer may contract the financial institution and void checks.
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- The Budget year for the Association is the 4-H Year: September 1 to August 30.
- The fiscal year for the annual financial reporting and taxation requirements is July 1 to June 30.
- It is important to understand these different calendars and the reporting they require.
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Reporting:

- Monthly:
    - The treasurer shall present a current financial report at each meeting of the Board.
    - The monthly financial report shall include at least the transitions since the last meeting in register format.
    - The budget-formatted report of transitions should be available at least quarterly
- Fiscal Year:
    - 4-H Annual Charter requires a fiscal portion that is based on transitions that cleared during the fiscal year.
    - This portion will be created by the treasurer and audited by another member of the board.
    - Tax requirements, if needed, will be determined by the county Educator or their designee.
    - The Board will set an appropriate due date for this report so that the Charter can be submitted to higher 4-H governance and government agencies on time by the county educator.
- Budgeting
    - The process of determining the budget for the fiscal year begins in June of the prior year.
    - At this time, the treasurer will supply reports to the budget committee and participate in the budgeting activity.
    - The Treasurer will provide budget-formatted reports for the current year-to-date transitions.
    - If the information is available, the treasurer will provide the prior complete year and the average of the last three years in budget summary format.
- Budget Year:

Revised and Approved:
Effective Date:

- The annual report will contain a budget summary format report and the results of an audit by another board member. This will be submitted to the UW-Extention Office by the second Monday of September. It will be transmitted to all association members so it may be reviewed and approved at the annual meeting. The treasurer will attend the annual meeting with transaction details to answer any questions presented.

- Fund-raiser Summary:
    - It may be requested to produce an income/expense report for a specific fund-raiser like the fair food stand. It is important for the board to easily understand the net income of the activity.