

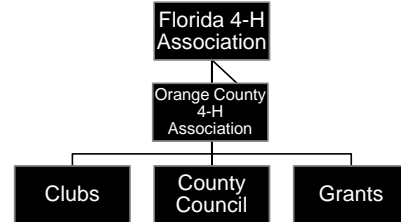


Club Accounts

HEAD, HEART, HANDS, HEALTH



Orange County 4-H



Policy

- 4-H club funds are held on account with the 4-H Office.
- Clubs may keep \$100 on hand as petty cash, provided that they keep a record of any transactions in their Treasurer's Book
- All remaining funds must be submitted to the 4-H Office for deposit.
- Exception is made for clubs with \$10,000 or more in annual revenues. Contact the 4-H Office for further details.



Club Funds May Be Used For...

- Curriculum
- Project supplies
- Refreshments
- Travel
- Registration fees
- And other legitimate expenses



Funds may redeemed...

- Reimbursement (with a valid receipt)
 - Purchase order
 - Cash advance*
- *With prior approval from the County Extension Director*



Process for Payment

- 1) Agent Reviews
- 2) If approved, it goes to CED
- 3) From there approved requests go to Sue for check writing*

* Allow 3-5 days for checks to be written



Club Responsibilities

- Continue to pursue funds in support of your club
- Treasurer will need to keep an accurate record of club expenditures (in log or accounting software)
- Secretary should document approved expenditures in meeting minutes
- File *Yearly Summary Report*



Account Management

- Orange County 4-H Association will provide fiscal oversight to club funds
- Utilized Quickbooks software
- Each club will their own sub-account within Quickbooks
- Statements will be sent by email each month
- Managed by Sue Sweetland



Forms

- Deposit Form
- Reimbursement Form
- Cash Advance Form
- Yearly Summary Form