**Countywide Project Financial Management Tip Sheet**

**4-H Money = Public Funds**
- All money received by a 4-H group is public money because 4-H is a public organization.
- Federal regulations governing the continued use of the 4-H Name and Emblem require annual financial reporting and accountability.
- Funds raised in the name of 4-H must be publicly accountable and must be used for 4-H educational purposes.
- All moneys received from 4-H fund raising programs, except those necessary to pay reasonable expenses, must be expended to further the 4-H educational program.
- UW-Extension Cooperative Extension has oversight for 4-H programmatic and financial accountability.

**Making Purchases:**
1. Present the Certificate of Exempt Status at the beginning of the transaction.
   - Some stores (Walmart, Hobby Lobby, Office Max) require that you get a tax exempt card for that store. You will need to provide the Certificate of Exempt Status the first time but there after will present the store’s tax exempt card.
2. If you are making purchases for both 4-H and yourself at the same time, ask the clerk to have two separate transactions done, one for your personal items and one for your 4-H items.
   - This way there are separate receipts and this is easier for expense approval and auditing.
   - If it all needs to be done in one transaction or you forget to ask, then cross off the personal expenses and indicate the total for the 4-H expenses.
3. Submit a Leaders Association Income/Expense form to your lead staff support by the 20th of the month for approval.
   - Expenses:
     - Attach a receipt
   - Income:
     - Arrange cash and checks numerically
     - Verify checks are filled out appropriately and in their entirety
     - If cash deposit is greater than $500, include a list of the number of each denomination of bills. This helps with processing a larger deposit.
     
     *Example:*
     - 5- $1.00
     - 20- $5.00
     - 50-$10.00
     - 100-$20.00
   - If someone other than a countywide project leader for that project is submitting, it first needs to go to a countywide project leader for that project and they need to submit it to the staff giving them their approval.
4. The Leaders Association treasurer will process the request by the end of the month.
5. If it was an expense and a check is cut, it will either be mailed by the treasurer or returned to the UW-Extension office as indicated on the form.
Petty Cash/Advanced Purchases:
If you need petty cash (to make change) at an event or need funds in advance to purchase an item use the following process.
1. Submit a Leaders Association Income/Expense form and a Leaders Association Petty Cash form to your lead staff support by the 20th of the month for approval.
   - Indicate the amount needed as an expense.
2. The Leaders Association treasurer will process the request by the end of the month.
3. A check is cut to you and is either mailed by the treasurer or returned to the UW-Extension office as indicated on the form.
4. Cash the check in the appropriate denominations needed for your event or to make the purchases.
5. By 20th of the next month, submit receipts (if applicable) and cash.
   - If cash is being deposited, it needs to be accompanied with a Leaders Associate Income/Expense form.
   - If receipts are being submitted, those will be attached to the previously submitted Petty Cash form.

Monthly Financial Statement:
- Ginny will email the monthly financial statement as an excel spreadsheet to each project that has an account.
  - Project teams need to notify the UW-Extension office which leaders should receive this.
- This can be used to crosscheck and verify activity with the project’s own financial tracking.
- On the spreadsheet, expenses show as a positive number and income shows as a negative number.

Accounts:
4528  Cloverbuds
4529  Exploring
4531  Rabbits
4532  Llama and Alpacas
4534  Drama
4535  Cultural Arts
4536  Goats
4537  Woolspinning
4538  Clowning
4541  Poultry Project
4541A Poultry Auction
4542  Dog
4544  Horse and Pony
4545  Rocketry
4546  Robotics
4547  Photography

Reminders:
- The Leaders Association Income/Expense Form and Leaders Association Petty Cash form are available as a writeable PDF on our website at: [http://washington.uwex.edu/4-h-youth-development/leaders/](http://washington.uwex.edu/4-h-youth-development/leaders/).
- You can access resources through Wisconsin 4-H. Their Community Club Central has some great tools and although geared towards General Leaders of Community Clubs, many of these pieces are applicable to countywide project leaders as well. Check out the Money Matters tools: [http://www.uwex.edu/ces/4h/clubs/money.cfm](http://www.uwex.edu/ces/4h/clubs/money.cfm)