

# JACKSON COUNTY 4-H PARENTS AND LEADERS ASSOCIATION FINANCIAL POLICY

## OVERVIEW

1. The purpose of the Financial Policy is to provide procedures consistent with the goals and stipulations of the Jackson County 4-H Parents and Leaders Association, Inc. (hereinafter referred to as “the Association”) for budgeting, expending, managing and securing financial resources. Guidance for the Financial Policy will be consistent with 4-H principles of integrating research, education and community-based partnerships enabling youth to practice skills to become productive citizens. This policy is to be adhered to by the Association as well as by all project committees operating under the supervision of the Association.
2. All business will be conducted and all reporting done under the name “Jackson County 4-H Parents and Leaders Association.”
3. The Association operates under a fiscal year from July 1 to June 30. All reporting and taxation requirements are based on a fiscal year. This is not to be confused with a calendar year.
4. The 4-H organizational year will be October 1 through September 30.
5. The president of the Association will be delegated to sign all contracts. The Treasurer of the Association will be delegated to sign all tax filings.
6. The Association’s address to be used on all correspondence will be the same as the UW Extension Office which is 227 South 11th Street, Black River Falls, WI 54615. The treasurer’s home address or some other address will not be used.
7. The Federal Tax Identification Number or Employer Identification Number (EIN) of the Association is [REDACTED]
8. The State of Wisconsin Sales Tax Exempt Number of the Association is [REDACTED]

## Document is Arranged Alphabetical Order by Topic

### Annual Report

1. Refer to Attachment A -- Annual Report and Wisconsin Department of Financial Institutions Listing of Annual Reports and Chronology.
2. The Association is required to file an Annual Report with the Department of Financial Institutions (DFI) before June 30 every year.

3. A copy of each “filed” Annual Report should be kept in a Corporate Minute Book at a location (UWEX Office) to be easily accessible and known to the Association.

### **Accounts (Bank)**

1. Refer to Attachment B – List of Bank Accounts.
2. All cash assets will be held in accounts that are fully insured by the FDIC (Federal Deposit Insurance Corporation).
3. There will be two signatories on each of the accounts - that being the signature of the president and/or the treasurer. For the checking account, the authorized signatory will be the Treasurer or the President. Only one signature is required. However, in connection with the Certificates of Deposits, Savings Account and Money Market, two signatures are required.
4. Refer to Attachment O for sample letters to the financial institutions holding the Association’s funds regarding change of signatories.

### **Aid and Support to other Organizations**

Any mutual aid and support given to other organizations will be only to other not-for-profit organizations. All requesting organizations will need to be in compliance with all federal, state and local tax law and regulations in determining their not-for-profit status. Financial disclosure may be requested. If the requesting organization is not in compliance, the financial request will be denied.

### **Assets**

1. Refer to Attachment C – Other Assets and Property List. Items valued over \$100.00 per item should be listed individually.
2. The Other Assets and Property List should be updated on an ongoing basis at such time as assets are acquired and disposed of. These changes should be reported by each leader, parent or member to the 4-H Agent and Treasurer. A formal update process will take place each April.
3. Items affixed to the Fair Park, will be deemed as donations to the City of Black River Falls, WI. Such items are not 4-H assets and should not be listed on the Property List.
4. The Other Assets and Property List will be used to update property insurance policy on a yearly basis. See the Section entitled “Insurance” for more information about the insurance name and policy number.

## **Audit**

1. Refer to Attachment D - Audit Schedule for Quarterly Audit & Yearly Audit.
2. An internal audit of the financial records and transactions will be conducted with full disclosure.
3. Quarterly audits will be conducted by 2 Jackson County 4-H parents or leaders along with the treasurer. The annual audit will consist of designated Association members or other parent(s) and/or leader(s) and/or older youth leader(s) (13 or older as of Jan. 1 of the current year) who volunteer or are appointed. It is recommended that audits be scheduled in conjunction with regular Association meetings when possible.
4. Quarterly audits will be conducted in October, January, and April. The annual audit will be completed by July 31. The annual audit will also encompass the quarterly audit for the months of April through June.
5. The findings by the Audit Committee will be reported to the Association at the next monthly meeting following the audit. The audit results will also be available to any interested 4-H member, parent or volunteer for review and will be housed at the UWEX office for that purpose.

## **Budget**

1. Refer to Attachment E - Yearly Budget.
2. An Annual Budget shall be prepared for presentation and approval at the Annual Meeting.
3. A budget committee may be formed composed of designated Association member(s) and/or other parent(s) and/or volunteer leader(s) and/or older youth leader(s) (13 or older as of Jan. 1 of the current year).
4. The budget for the upcoming fiscal year will be completed in September to be presented and approved at the October annual meeting.
5. Project Committee written requests for funding for the upcoming fiscal year need to be submitted to the UW-Extension Office by May 10 to be reviewed by the Association for approval at the May meeting of the current year. Refer to Attachment F – Project/Committee Budget Requests. Project committees are encouraged to send a representative to orally deliver the proposal in person and answer questions the Association has.
6. The budget will be adhered to as a guideline to direct spending during the fiscal year.

7. If revenue projections fall short, expenditures will be curtailed as needed per Association decision to balance the budget.
8. The budget must balance and cash reserves that are to be used in the current year will be disclosed.

### **4-H Food Stand**

Specific guidelines have been developed and will be maintained within the Master Food Stand Document which is now complete. A copy of the Master Food Stand Document will be kept at the UW-Extension Office and may be viewed by any member, parent, or leader of 4-H at any time. In addition, specific guidelines for the cash handling has also been developed.

### **Cash Reserve**

The Association will maintain a cash reserve of \$20,000.

### **Chart of Accounts**

Refer to Attachment G – Chart of Accounts. The Chart of Accounts is a complete list of internal accounts for the Association's financial statements and reporting in which funds of the Association are being held, including a description of how those funds are used.

### **Charter Renewal**

The Association is required to renew its charter consisting of the following documents: (1) Articles of Organization; (2) 4-H Leadership Information; (3) current 4-H Meeting and Event Information; (4) Summary of Past Year Activities; Current 4-H Calendar Planner; and Annual Financial Report. These documents are to be submitted to the UW Extension office annually. See attachment Q for previous year's filing.

### **Local Charge Accounts**

By January 1, a designated list of approved accounts and signees will be completed. All businesses will be contacted to update their records of our approved list and the Association's tax exempt information. This update will be completed annually.

New accounts can only be opened with specific approval by the Association. Accounts not used in the past calendar year will be reviewed for closing. No personal or

unauthorized charges will be tolerated. If personal and/or unauthorized charges are made, the Association will seek immediate reimbursement from the individual(s) making the charge. For personal and/or unauthorized charges, other actions as deemed appropriate by the Association may be pursued.

Local charge accounts are currently maintained at the following:

1. Scholze's Ace Hardware (Monica Lobenstein and Dick Zarovy)
2. Moe's Hardware (Mary Blazek)
3. The Print Shop (Youth Agent-Monica Lobenstein)
4. Burnstad's (Youth Agent-Monica Lobenstein)
5. Banner Journal (Youth Agent-Monica Lobenstein)

### **Deposit of Funds**

1. A checking account shall be maintained for the deposit of monies and for payment of current obligations.
2. All monies and funds are to be deposited in a timely manner; that is, within 10 business days of receipt. The 10-day period begins when the funds are received at the UW-Extension office where they will be date-stamped for receipt. The funds are placed in the Treasurer's folder, the Treasurer receives the funds (a copy of both front and back of the check will be made for audit purposes), and deposits funds. The entire process must be completed within 10 days.
3. The Treasurer's signature and a second signature by the president of the Association is authorized to transfer excess funds into other financial instruments (savings account, money market or certificate of deposit) if not needed to satisfy current obligations.
4. All checks when received will be stamped for endorsement. All funds will be deposited intact. All funds will be deposited in a timely manner as outlined above.

For large deposits of amounts over \$1,000, and in particular those funds from fundraising events/activities, a designated parent, older youth or leader will assist in counting the funds and oversee the preparation of the deposit slip. This will ensure that counting errors do not occur.

5. The Treasurer may transfer funds (up to \$5,000 per month) as required from savings or money market account to the checking account to pay current obligations. Transfers of over \$5,000 need notification and approval prior to action being taken.

### **Donations Received**

1. For monetary donations from individuals or companies, a Charitable Contribution Letter needs to be sent to the organization or individual making a donation. See

attached Attachment L for sample Charitable Contribution Letter. Include the name of the organization, check number received or amount of cash received, date received and name of donor on the statement. Issue the statement immediately after receiving money (10 business days). All donations should be summarized in a yearly statement before January 31 of the following calendar year. The statement should reflect a calendar year time period. Donations need to be reflected appropriately in our bookkeeping records and submitted to our tax preparer for preparation of the Association's IRS Tax Return.

2. WI Charitable Organization Registration and Reporting. If the Association is receiving contributions in excess of \$5,000 during a 12 month period, it needs to comply with the Wisconsin Statute on Wisconsin Charitable Organization Registration and Reporting. Examples of what would qualify are donations of money, funds received as a result of a corporate direct mail solicitation; donations of land or equipment; sponsorships for campers or 4-H activities; plat book advertising sales; corporate donations; and grants. See Attachment S for sample Wisconsin Charitable Organization Registration Statement. Review the Wisconsin Charitable Organization Registration and Reporting Fact Sheet. It is located at: <http://www.uwex.edu/ces/4h/resources/mgt/documents/WICharitableOrganizationRegistrationReporting.pdf>
3. Non-Cash Donations. Non-cash donations require approval from the Association prior to acceptance of said donation. Receipt of non-cash donations requires an IRS Form 8283 Form to be completed. Instruction and Form is available online at [irs.gov](http://irs.gov).

### **Expenditures**

1. Refer to Attachment H - Bill Payment Policy.
2. All expenditures of 4-H funds require approval by the Association or by the appropriate project committee or staff member overseeing those funds.
  - a. Project committees must have clear guidelines governing the expenditure of funds under their control. All project committees with their own funds need to be chartered under Jackson County 4-H Parents and Leaders Association and need to be in compliance with all federal, state and local tax law and regulations in maintaining their not-for-profit status.
  - b. All expenditures made by the UW-Extension staff will require approval by the Association as per specified motion. The Extension staff cannot use a budgeted item to expend funds or create a financial obligation. A motion may be made to allocate a fixed sum over an extended period for spending on programming.
3. The only exception to #2 under Expenditures is expenditures needed in operation of the 4-H Food Stand. See 4-H Food Stand Section for rules governing the procedure.

4. Association expenditures may be made by the following. Charge accounts may not be use for personal purchases.
  - a. 4-H Youth Development Agent;
  - b. Treasurer of Association;
  - c. Food Stand Managers;
  - d. Authorized Trip Chaperons; or
  - e. Other Personnel as Authorized.
5. Do not comingle personal purchases with items purchased on behalf of the Association. No personal items should be charged on Association charge accounts. The sales tax exempt number may only be used for authorized Association purchases.
6. Expenditures will not exceed the amount approved and/or budgeted. Expenditures will be for approved items only. An accounting of expenditures is required. This means that proof of purchases and receipts will be submitted to the treasurer. Funds expended beyond the approved limits will not be reimbursed.
7. Association funds that are budgeted to project committees or other itemized expenditures, if unused at the end of the fiscal year, will be returned to the general fund and do not remain as designated funds for use in the following fiscal year by such committee or purpose. Funds that are raised by committees that exceed the committee's programming needs will remain under the control of the committee and may be carried over from one fiscal year to the next. If the committee fundraises, the group must use their fundraised monies first before using Association funds.
8. The treasurer will be the signer of all checks except for any check wherein the treasurer is the payee. The president will sign all checks wherein the treasurer is the payee.
9. Checks will be valid up to 90 days based on the date of check issuance. After 90 days, the checks are non-redeemable and will be considered void. Treasurer will contact financial institution and void such checks

#### **Events outside of Jackson County - District, Regional, State and National Events**

1. All expenses must be pre-authorized by the Association or by project committee provided the committee has funds to cover such expenses.
  - a. Registration Fees. Required registration fees may be paid in full (if not defined below) cost shared as defined below for all events approved by the Association or project committee.
  - b. Supplies. If supplies remain in the possession of a participant, the cost for the supplies should be paid by the participant. If supplies are for the use and betterment of the Association supplies may be paid with pre-approval.

- c. Mileage. Mileage may be reimbursed up to but not exceeding the current county rate. If transportation is available, the provided transportation will be used. Carpooling is encouraged.
  - d. Lodging. If lodging is not available or provided, reasonable lodging may be reimbursed by pre-authorization for events requiring overnight stay. If lodging is available, the available lodging will be used.
  - e. Meals. Reasonable reimbursement or allowance of meals may be made, up to but not exceeding the county rate. If meals are available, the provided meals will be used.
2. Cost-Sharing. The Association will support cost sharing for youth events as outlined below. All cost sharing is contingent upon availability of funds. An application and interview process will be used to determine how cost share amounts are distributed. Contributions of time and talent to fundraising and other efforts may be a factor in cost share decisions. Individuals participating in a cost-shared event are required to promote or share their experience publicly in two ways. Specifics follow:
- a. Citizenship Washington Focus. A scholarship for up to one-half of the registration cost may be paid for up to two delegates. Additional youth may attend paying all registration costs, or if funds are available, the Association may fund one-half of the registration fees.
  - b. Wisconsin 4-H and Youth Conference. A scholarship for up to one-half of the registration cost may be paid for up to six delegates. Additional youth may attend paying all registration costs; or, if funds are available, the Association may fund one-half of the registration fees.
  - c. Any other event including State Fair, other camps, conferences, or workshops, cost sharing may occur for youth and chaperones as funds permit.
  - d. Payment for cost sharing for youth is expected by the first day of the month the activity takes place in. Payment arrangements may be made by the 4-H agent with notification to the Association. If payment arrangements are requested, the parent/guardian is required to fill out the Attachment I -- 4-H Payment Plan Agreement.
  - e. Full scholarships may be available for eligible youth (per the scholarship policy) upon request and approval by the Association.

### **Financial Scholarships**

It is the policy of the Association to provide opportunities for all youth regardless of ability to pay. As such financial scholarships for events may be made available dependent upon funds and are based on need. The 4-H agent may approve



scholarships under \$50. Scholarships of over \$50 per youth per event require Association approval.

4-H Secondary Education scholarships will be offered each year by application of eligible youth. Scholarship awards will be in the amount of \$500 each. The number of scholarship awards made each year will be determined based on the available budget (up to a limit of 3 awards per year).

### **Financial Statements**

1. Refer to Attachment J – Financial Statements for the last fiscal year.
2. Monthly and yearly Financial Statements (An Income Statement, a Statement of Cash Flows, and a Balance Sheet) will be prepared and made available as requested to all 4-H youth, leaders and parents.
3. The monthly Financial Statements will also be a part of the Treasurer's Report at the monthly meetings.

### **Funding / Sources of Revenue**

1. The Association or its appointed committee shall determine the funding needs and sources of revenue available to provide funding for the county 4-H program at large.
2. All fundraising activities require Association approval. Fundraising activities need to be consistent with the 4-H ideals.
3. Fundraising by project committee requires notification to the Association of such activities and monies raised. This is to aid the Association and other project committees with fundraising activities to avoid duplications and competition. The goal is to seek collaboration and cooperation from all in order to garner the funds needed to support activities.
4. All money received from any source/activity/funding needs to be accounted for and deposited into the checking account.
5. For unrestricted funds, that is, monies received that can be used as per Association approval, the Association will, at the earliest convenience, discuss usage of money including possible investment.
6. For restricted funds, a new income and expense account will be opened to account for all transactions.

## **Federal Tax Exempt Letter**

Refer to Attachment K – Federal Tax Exempt Letter (also known as Letter of Determination).

The Association is granted tax exempt status under the National 4-H Group Exemption Number 2704. Consistent with this determination, the Association is entitled to receive tax-deductible contributions under section 170 of the Internal Revenue Code. More specifically, the Association is “an organization that normally receives a substantial part of its support from a governmental unit or from the general public described in Section 170(b)(1)(A)(vi).” Furthermore, all chartered 4-H clubs are also treated as public charities under sections 509(a)(1) of the Code.

## **Grants**

1. Grant writing is to be encouraged by all committee projects, community club and the Association.
2. The Association will be notified of any grant applications and grants received by project committee or community club. Again, this is in an effort to work collaboratively to secure needed funding for all 4-H activities and avoid duplication of requests.
3. Upon receipt of grant funds to the Association, the treasurer will account for the receipt and expenditures of such grant as designated funds as applicable. Every grant received needs to be indicated appropriately in our bookkeeping records and on the IRS tax returns.

## **Insurance**

1. **Member/Leader Insurance:** The 4-H Parents and Leaders Association shall provide adequate liability insurance coverage for members and leaders for all approved activities. To meet the requirement, all leaders should be aware of when the form needs completion. 4-H events can be open to the public. Access the form at the link from the county web site - <http://www.uwex.edu/ces/cty/jackson/4h/FormsApplications.html>. The liability insurance is purchased annually through American Income Life Insurance Company, PO Box 50158, Indianapolis, IN 46250; (800)849-4820; Policy No. A W125353.
2. **Dishonesty Bond:** The Association will maintain bonding on the treasurer (also referred to as “Dishonesty Bond”). Currently a \$10,000 bond is in effect. As our financial policies fail to have adequate controls, this is the current maximum amount of bond insurance we can secure. The Association purchases this through Thomas Hebert, Agent, Rural Mutual Insurance Company, W11109 Rogers Road, Black River Falls, WI 54615. His email is: thebert@ruralins.com. The current policy is

from Fidelity Commercial Crime Bond, Policy No. CC00701706 annually through Statewide Services, Inc, PO Box 5555, Madison, WI 53705.

3. Other Assets / Personal Property Insurance: This insurance will be maintained on assets owned by the association to protect from theft, fire, and other loss. Refer also to Attachment C – Other Assets / Property List. Currently, the policy is purchased annually through Sue Nordahl, Agent of Westland Insurance, 320 East Main Street, Black River Falls, WI 54615-1429; (715) 284-4980. Her email is: Sue.Nordahl@westlandinsurance.com. The policy is obtained through Acuity, PO Box 718, Sheboygan, WI 53081; Policy Type – Commercial Inland Marine; Policy No. K69281-8.
4. Special Events Insurance (Food Stand Liability Insurance): Additional special events insurance may be required. Currently, the Association must maintain a policy for operation of the 4-H Food Stand during the Jackson County Fair. The Association's short-term General Liability policy is with Nautilus Insurance Company purchased through John Norgaard, Agent at Norgaard Insurance, N5881 Wisconsin Hwy 54, Black River Falls, WI 54615-5921; (715) 284-5115. His email address is: john@norgaardagency.com.

### **Leaders (Certified)**

All parents and leaders who work directly or one-on-one with youth in any 4-H programming must be certified by taking a certification training offered at the UW Extension office by the Youth Development Agent. One-time activity leaders need not be certified.

Training assures that 4-H volunteers are knowledgeable about and understand safety requirements related to 4-H programming. Certification protects approved volunteers with liability coverage. A criminal background check will be performed through the Wisconsin Department of Justice. Leaders must be certified to be chaperones at 4-H events and on trips.

### **Liabilities**

1. For Project Committees whose funds are maintained by the Association, the funds will be disclosed as a liability on the Association's balance sheet each month.

### **Membership / Enrollment Dues**

1. Membership dues will be collected from community clubs annually to defray the cost of liability insurance. The dues to be collected per member and per leader is \$1.00 each or if in the horse project \$2.00 each per member and per leader.
2. The Treasurer is to send a letter to the clubs each year requesting payment of enrollment dues in February after the receipt of the liability insurance invoice. Refer to Attachment P for sample letters to clubs requesting membership dues.

## **Miscellaneous**

1. Judges and non-4-H volunteers for interviews, festivals, etc. – a reasonable fee, gratuity, or stipend for meals, mileage, and/or services may be given. Expenditures must meet approval as per this policy.
2. Awards and Recognition – the Association will support an awards and recognition program, which may include an annual banquet.
3. Memorials – Association approval is required.
4. Safe guarding of blank checks, issued paper certificate of deposit(s), savings account books, etc. is the responsibility of the treasurer. At the present time, the Association will not maintain a safety deposit box. All documents will remain in possessions of the treasurer.
5. A cash box is available at the UW-Extension Office for use in fundraising activities.
6. Literature for youth members will be purchased on a cost-share basis with half of the cost being paid by the Association and the other half being paid by the community clubs or youth members.
7. The total fund balance of all 4-H Association accounts shall be maintained at no more than the needed funds for two budget cycles (one fiscal year budget, plus enough funds to cover a second fiscal year budget). This maximum fund balance will be maintained in compliance with State 4-H Policy related to long-term investment funds and non-foundational status.

## **Raffle**

1. Refer to Attachment M for Raffle License Application and other documentation.
2. The use of raffles as fundraising efforts by the Association must comply with Chapter 563 of the Wisconsin Statutes.
3. A form entitled “Annual Raffle Report and Renewal Application” must be completed and mailed to the Division of Gaming not more than 60 days before the expiration (May of each year) of the Association’s Raffle License.

## **Taxes**

1. Federal Taxes – The Association’s current filing deadline is November 15<sup>th</sup> of the current calendar year for the previous fiscal year.
  - a. Patti Finch-Junk, Patti Junk’s Tax Service, N7333 State Hwy 12, Black River Falls, WI has previously assisted with our taxes, pmscouty@yahoo.com

- b. Form 990 or 990EZ or e-postcard (depending on filing requirements) – Return of Organization Exempt from Income Tax is required to be filed.
  - c. Any required Form 1099 Misc to be issued needs to be issued by January 31 to the contractor. The Association may outsource this tax preparation and hire a tax preparer.
2. Chartered project committees and community clubs also need to file annual reports – an e-postcard may be the only filing requirement for all clubs/committees generating less than \$25,000 in revenues annually. For an July 1-June 30 fiscal year, the November 15<sup>th</sup> deadline also will apply. The 4-H Youth Development Agent will complete all required tax filings for community clubs and chartered project committees generating less than \$25,000 in revenues annually.
  3. Wisconsin Sales and Use Tax – The Treasurer will prepare and file the Wisconsin Sales and Use Tax Return (Form ST-12TEL) quarterly. The following are the deadlines:

<b>Quarter</b>	<b>Months</b>	<b>Due Date</b>
3 <sup>rd</sup> Quarter	January / February / March	April 30
4 <sup>th</sup> Quarter	April / May / June	July 31
1 <sup>st</sup> Quarter	July / August / September	October 31
2 <sup>nd</sup> Quarter	October / November / December	January 31

4. Each quarter, the statement must be filed even if no tax is due. See Attachment N – “Sample” Form ST-12TEL. The WDOR does not allow this to be filed by mail – it must be done either electronically or by telephone.
5. As taxation requirements may change yearly, the treasurer and audit committee will review tax filing requirements annually.

**Policy Review**

This policy shall be reviewed annually by the Association.

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**Attachment B – List of Bank Accounts**

<b>Bank</b>	<b>Type of Account</b>	<b>Account No</b>
Black River Country Bank	Certificate of Deposit	[REDACTED]
Co-Op Credit Union	Super Share Savings Account	[REDACTED]
Jackson County Bank	Business Now Account	[REDACTED]
Jackson County Bank	Business Money Market – Tiered	[REDACTED]
Jackson County Bank	Certificate of Deposit	[REDACTED]

### Attachment C – Other Assets - Property List

Item	Quantity	Value
<b>Shooting Sports</b>		
Remington, 870 Express Mag – 20 gauge AB 309528 U / AB 308237U	2	\$1080.00
Remington 870 Express Mag, 12 gauge AB284924M / AB281105M	2	
Gamo Mts 1000 moving target system Track and running deer	2	100.00
Crossman 2100-1177 pellet gun, SN#285002766	1	60.00
Crossman Mod 1077-177 CO <sub>2</sub> pellet gun	1	100.00
Crossman power master SN#192706264, 52534727	1	120.00
Daisy, powerline 717 177 pellet pistol Sn# 0196-00228, 0195-00426, 0604-0664, 1102-02308, 0196-00159, 0604-00484, 0604-00184	7	595.00
Gun case	12	144.00
853 Air Rifles	6	1,110.00
753 Air Rifles	2	370.00
Crossman air rifles #1077	8	600.00
Daisy air rifles model #845	4	200.00
Laser training gun model	1	50.00
Savage 22's	2	300.00
Air Rifle scopes	6	390.00
Marlin 22 model 100G	1	100.00
Stevens 22 model 73	1	100.00
Binoculars	4	32.00
Air Rifle Silhouettes	12	240.00
Pellet traps	2	50.00
Safety glasses	25	100.00
Elk 3-D target	1	600.00
Brown Bear 3-D	1	300.00
Black Bear 3D	1	250.00
Rhinhardt Buck 3D	1	300.00
Turkey 3D	1	180.00
Deer 3D	1	225.00
Deer 3D	1	190.00
Coyote 3D	1	200.00
Olympic target	2	600.00
Square target	2	160.00
Genesis RT blue	1	200.00
Genesis RT red	1	200.00
Genesis LT blue	1	200.00
Blue Recurve	1	20.00
PSE Beast	1	100.00
Red Recurve	1	40.00
Black Recurve	1	20.00
PSE Bandit LT	1	100.00
Darton ringer II	4	1000.00
Forge nimrod RT	5	1250.00
Red compound	1	50.00
Bear Odyssey II	1	250.00
Carbon Arrows	60	200.00



New Mission Menace bows	8	1,800.00
Bow cases	8	110.88
Rests, arrows, and sights		607.84
Arrows and peeps		135.00
Mission Menace Bows	6	\$1230.00
Hip quivers		80.00

## Attachment D - Audit Schedule for Quarterly Audit & Yearly Audit

1. Verify bank account balances.
  - a. For quarterly audit, select any bank account; do not select the same account for any audit until all account balances have been verified.
  - b. For year end audit, select all bank accounts for audit.
  - c. Verify reported balance of account as per Balance Sheet with inquiry as verified per bank. Reconcile any difference. For example Checking account is listed as per balance sheet with a balance of \$3,964.08. Inquiry of bank balance is \$4,092.58. The difference -\$128.50 should reflect checks written but not cleared at the bank, unnoted interest, etc.
2. Verify deposit and expenditures of funds. Select 3 transactions randomly per each month to review. Of the 9 transactions one should be a deposit transaction. As per *proposed* guidelines all money should be deposited intact into the checking.
  - For the deposit – verify endorsement of checks and policy for checks received at extension office, verify amounts of individual receipts (cash or check), if possible verify check for endorsement, verify the total of cash and check equals the amount deposited into the account. Note timeliness of deposit. Monies received should be regularly deposited in to the checking account. Note any funds not deposited within 10 business days. All money should be deposited intact into the checking.
  - For expenditures – verify amount as approved or designated either motion or budgeted amounts as per secretary report, or Association bills. Note the following items to be correct and consistent with all approval - payee, amount, date and check number. Trace check from copy as per file to bank statement. Verify all check numbers and amounts to bank statement. Verify proof of purchase, invoices, and bills as per treasurer file copy with copy of check. Note and report any discrepancies to include missing invoices, approvals, spending above approved amounts.
3. Disclose liabilities of \$15,000 as of April 1, 2010. This money is pledge to the City of Black River Falls for the fair park pledge. \$5,000 is pledged for calendar year 2010, 2011 & 2012.
4. Validate designated funds under control of project committees; disclose these funds as not available for general Association use or expenditure. All funds need to be confirmed with committee treasurer or other committee member. Current project committees are cultural arts, home & health & family, livestock, small animals, horse, dairy, dog, recycling, fund raising, food stand & banquet. To be completed is a report to be used by the association and the project committees. (This form and requirement is a work in progress.)
5. Verify that the quarterly taxes have been paid to the Wisconsin Department of Revenue.
6. Provide a copy of the IRS tax return for the previous fiscal year showing that it has been filed with the Internal Revenue Service on or before November 15.

## Bank Account Verification

Account \_\_\_\_\_

Financial Institution \_\_\_\_\_

Period End Date \_\_\_\_\_

Balance as per Balance Sheet \$ \_\_\_\_\_

Balance as per Bank Statement \$ \_\_\_\_\_

Difference (Balance sheet – Bank statement) \$ \_\_\_\_\_

Account for difference

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_ Sum: \_\_\_\_\_

Total of noted differences \$ \_\_\_\_\_

Is the account being reconciled on a regular basis and is reconciliation current and correct?

Was any interest income reported to the Association? Income should be on the Association Bill Summary

Sign, date, and disclose deficiency

Auditors \_\_\_\_\_

Treasurer \_\_\_\_\_

Date \_\_\_\_\_

Deficiency(ies) \_\_\_\_\_

# Deposit Verification

Month being verified \_\_\_\_\_ Date of Deposit \_\_\_\_\_

Amount \_\_\_\_\_ Account \_\_\_\_\_

1. Validate endorsement of checks, are checks stamped upon receipt, what measures are being followed when money is received at the Extension office?
  
2. Total all check and cash amounts                      \$ \_\_\_\_\_
3. Verify total with deposited amount                      \$ \_\_\_\_\_
4. Were funds deposited intact? If no explain discrepancy.
  
5. Note check date, received date, and deposit date of funds. Were monies deposited in a timely manner, that is, 10 business days from receipt? If no explain discrepancy.

Sign, date, and disclose deficiency

Auditors \_\_\_\_\_

Treasurer \_\_\_\_\_

Date \_\_\_\_\_

Deficiency(ies) \_\_\_\_\_

## Expenditure Verification

Month being verified \_\_\_\_\_

Check Number \_\_\_\_\_ Check Date \_\_\_\_\_

Amount \_\_\_\_\_ Payee \_\_\_\_\_

1. Was expenditure approved as per association policy? If no explain discrepancy.
2. Verify proof of purchase, invoices, and bills as per treasurer file copy with copy of check. Note and report any discrepancies to include missing invoices, approvals, spending above approved amounts. Note any missing documents.
3. Verify check information from file copy to bank statements to account reconciliation. All information should agree. Explain any discrepancy.

Check Number \_\_\_\_\_ Check Date \_\_\_\_\_

Amount \_\_\_\_\_ Payee \_\_\_\_\_

1. Was expenditure approved as per association policy? If no explain discrepancy.
2. Verify proof of purchase, invoices, and bills as per treasurer file copy with copy of check. Note and report any discrepancies to include missing invoices, approvals, spending above approved amounts. Note any missing documents.
3. Verify check information from file copy to bank statements to account reconciliation. All information should agree. Explain any discrepancy.

Check Number \_\_\_\_\_

Check Date \_\_\_\_\_

Amount \_\_\_\_\_

Payee \_\_\_\_\_

1. Was expenditure approved as per association policy? If no explain discrepancy.
  
2. Verify proof of purchase, invoices, and bills as per treasurer file copy with copy of check. Note and report any discrepancies to include missing invoices, approvals, spending above approved amounts. Note any missing documents.
  
3. Verify check information from file copy to bank statements to account reconciliation. All information should agree. Explain any discrepancy.
  
  
  
  
  
  
  
  
  
  
4. Are checks being written in sequential numbers?
  
  
  
  
  
  
  
  
  
  
5. Provide proof/verification that the quarterly taxes have been paid to the Wisconsin Department of Revenue by showing a copy of ST-12 Wisconsin Sales and Use Tax Return as well as the EFT debit in the checking account.
  
  
  
  
  
  
  
  
  
  
6. Provide a copy of the IRS Tax Return showing that it has been filed for the previous fiscal year which should have been filed on or before November 15. (2<sup>nd</sup> quarter only)

Sign, date, and disclose deficiency

Auditors \_\_\_\_\_

Treasurer \_\_\_\_\_

Date \_\_\_\_\_

Deficiency(ies) \_\_\_\_\_

## Attachment E – Yearly Budget

### 2014-2015 Approved Budget - Jackson County 4-H Parents & Leaders Association

Category	2014-2015 Projected Income	2014-2015 Projected Expenses	2014-2015 Projected Budget
<b>Business Accounts</b>			
4-H Outreach / Afterschool		\$5,000.00	\$5,000.00
Banquet / Awards		\$1,500.00	\$1,500.00
Business (postage, tax prep)		\$300.00	\$300.00
Camp	\$1,500.00	\$2,500.00	\$1,000.00
Contributions		\$500.00	\$500.00
Fair Park Cleanup		\$250.00	\$250.00
Insurance		\$500.00	\$500.00
Leader Training / Mileage		\$350.00	\$350.00
Legal-Background Checks		\$300.00	\$300.00
Literature		\$250.00	\$250.00
Promotion		\$400.00	\$400.00
Sales & Use Tax		\$1,700.00	\$1,700.00
Scholarships, Graduate		\$1,500.00	\$1,500.00
Scholarships, Youth Program		\$500.00	\$500.00
Treasurer Stipend		\$1,500.00	\$1,500.00
Youth Events - Congress, etc.		\$1,000.00	\$1,000.00
<b>Fundraiser Accounts</b>			
			\$0.00
Direct Mail Fundraising 2014	\$4,000.00	\$120.00	-\$3,880.00
Food Stand (Fair)	\$14,000.00	\$8,800.00	-\$5,200.00
Food Stand (Green Life Expo)	\$900.00	\$300.00	-\$600.00
Interest	\$300.00		-\$300.00
Membership / Enrollment	\$200.00		-\$200.00
Plat Book - Sales	\$27,700.00	\$18,750.00	-\$8,950.00
Plat book ad sales	\$12,000.00	\$2,600.00	-\$9,400.00
<b>Project Request/Raffle Accounts</b>			
			\$0.00
Cloverbuds		\$300.00	\$300.00
Clover Chase		\$1,369.99	\$1,369.99
Cultural Arts		\$600.00	\$600.00
Dairy Project Committee		\$902.20	\$902.20
Dog Project Committee		\$600.00	\$600.00
Livestock		\$1,602.46	\$1,602.46
Youth Ambassadors		\$300.00	\$300.00
Centennial Day	\$1,462.50	\$2,868.01	\$1,405.51
Recycling		\$0.00	\$0.00
State Fair		\$1,080.00	\$1,080.00
<b>Subtotals</b>	<b>\$62,062.50</b>	<b>\$58,242.66</b>	<b>-\$3,819.84</b>
	<b>2014-2015 Projected Income</b>	<b>2014-2015 Projected Expenses</b>	<b>2014-2015 Projected Budget</b>

## Attachment F – Project/Committee Budget Requests

**4-H Project budget requests** are available to any and all Jackson county 4-H projects (county-wide basis) that would like to apply. In past years, approximately \$5,000 has been divided between all project areas that have applied for the funds. Here is what the project area will need to do to apply.

Application must be written and **submitted to the UW-Extension office by the April 1 and will be considered at the September 4-H Association meeting.** Application must include:

- 1) Names of those who wrote the proposal.
- 2) Summary of the use of the funds requested. (What will be done with the money?)
- 3) Why are the funds being requested?
- 4) How will the funds benefit the entire project?
- 5) Itemized budget for how the money will be spent, including the total amount of funding requested.
- 6) What other fundraising efforts have you already done? What fundraisers do you have planned for the future?
- 7) Who will oversee the money if it is awarded? (Certified 4-H Leader)
- 8) Only one grant per project will be awarded. (This means you are responsible for gathering leaders & youth on a county wide basis to ensure one proposal per project.)
- 9) At least one certified adult 4-H leader must sign the proposal.
- 10) Proposals should have an educational purpose. (Examples: equipment, field trip, camp, group learning session)

Should the project be awarded a grant, the Association will expect the following to occur:

- A. Written or verbal report to the Association concerning how the grant funds were used. This report can be scheduled with the board after the activities have been completed. (generally August)
- B. A press release to the media regarding grant activities with a thank you to the Lunda family for their generous support of 4-H.
- C. A personal project “thank you” to the Lunda family that discusses why the funds were important to the project or the use of the funds. It would be great to include pictures if possible. J

Contact the UW-Extension office with questions or comments. 715-284-4257. **Proposals will be reviewed at the May Association meeting, in preparation for the next years’ budget / funding cycle.**



## **Attachment H -- Bill Payment Policy**

The purpose of the Bill Payment Policy is to ensure that a consistent and traceable process is in place and followed. This process will assist in providing constructive control over the payment of bills incurred by the Jackson County 4-H. Any deviation from this policy must be coordinated and approved by the 4-H Leaders Committee. No individual or project may incur a charge to Jackson County 4-H without first receiving authorization from the 4-H Leaders Committee. Failure to receive this authorization will result in the individual/project being held responsible for payment.

1. Bills will be dropped off at the County Extension Office by the requesting party. Extension Office personnel will scan the bill(s) into the computer and e-mail a copy of the bills to the Treasurer and the 4-H Agent. The bill(s) will then be placed in the Treasurer's folder for pick up. Treasurer will pick up the bills on a weekly basis from the Extension Office. This will ensure that all bills received at the Extension Office will be received and reviewed by the Treasurer in a timely manner.
2. Treasurer will then prepare a list of bills each with the attached corresponding invoices, receipts and/or paperwork. Treasurer will also check to see if the requesting project/committee has funds available pursuant the Annual Budget.
3. If funds are not available within the project budget, project will make a request for funds in writing to the Jackson County Extension Agent or 4-H Leaders President who will then coordinate an email vote or hold until the next monthly meeting as an agenda item.
4. Bills will be summarized once a month by Treasurer and sent to the Association for approval, unless a check request demands immediate payment in which case special attention/approval steps may be taken by email.
5. If email voting is utilized, the following conditions apply. Treasurer will send out the list of bills to be approved by all voting members. A majority of over 50% must be received for the bills to be approved. If a certain bill does not get approved, the bill will not be paid and will be discussed at the next monthly meeting during the Treasurer's Report.
6. If bill payment is approved via email or from a Association vote, a copy of the email voting and/or Meeting Minutes will be maintained by the Treasurer in the appropriate folder containing copies of approved and paid bills. This will assist in the annual audit by substantiating the expenditure of funds.
7. Once voting is complete and Treasurer has received authorization to expend funds, payment for each bill will be mailed within three working days of Association approval to the appropriate party.
8. Once payment is made, the Treasurer will maintain a file for each month containing the paperwork associated with each bill. If Treasurer fails to receive the required paperwork, she/he will notify 4-H Leaders Committee at the next monthly meeting, and they will appoint a member to follow up.

Note: The Bill Payment Policy is current practice. In the event that a new Treasurer is named, he/she will have the opportunity to negotiate a revised policy that accommodates the needs of all parties.



**Attachment I  
4-H Payment Plan Agreement**

Date \_\_\_\_\_

Youth Name \_\_\_\_\_ Parent/Guardian Name(s) \_\_\_\_\_

Total Amount Owed: \$ \_\_\_\_\_

For Event/Activity: \_\_\_\_\_

I, \_\_\_\_\_, agree to reimburse Jackson County 4-H Parents & Leaders Association the total of \$ \_\_\_\_\_ for the above-referenced event as follows:

\_\_\_\_\_ x \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 # of payments      amount of payment      final payment      total amount owed

Parent/Guardian Signature

4-H Treasurer Signature

\_\_\_\_\_

\*Failure to satisfy payment plan may result in ineligibility for additional payment plans\*

Please make checks out to Jackson County 4-H Parents & Leaders Association.

Payments should be sent to:  
 Jackson County 4-H Parents & Leaders Association  
 Attn: 4-H Treasurer  
 227 South 11<sup>th</sup> Street  
 Black River Falls, WI 54615

**Attachment L - Statement of Giving**

[On Letterhead]

[Date]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Donation of \$\_\_

Dear \_\_\_\_\_:

We, at Jackson County 4-H Parents & Leaders Association, wish to sincerely thank you for generous donation of \$\_\_. With your partnership, Jackson County 4-H Parents & Leaders Association will continue to enhance its leadership-building programs for our youth and their involvement in various activities and service projects that will make an impact in our community.

Jackson County 4-H Parents & Leaders Association is a tax-exempt organization and your donation qualifies as a tax deduction. This letter will serve as your receipt.

Thank you again for your generous donation!

Sincerely yours,

Jackson County 4-H Parents & Leaders Association

Kathryn Nachreiner, Treasurer

cc: Monica Lobenstein, 4-H Youth Development Agent  
Kelly Emerson, President, Jackson County 4-H

## **Attachment R – Calendar of Key Financial Dates**

January 1 – Deadline for completing annual update of business charge accounts

January – Second quarter audit

January 31 – deadline for sending yearly summary statement to donors (See attachment L)

January 31 – Deadline for issuing 1099's to contractors

January 31 – Deadline for Second quarter Sales & Use Tax filing

February – Liability Insurance renewal is due for leaders and members to American Income Life Insurance Company

February -- Letters to clubs requesting payment of membership/enrollment dues (See Attachment Q)

March – Charitable Organization Registration & Reporting due from previous fiscal year (See Attachment O)

April 1 – Deadline for written requests for funds by all project committees

April – Third-quarter audit

April – Update personal property assets inventory list

April – start updating the Other Assets and Property List

April – renew raffle license and submit Annual Report to the Wisconsin Dept of Gaming

April 30 – Deadline for Third quarter Sales & Use Tax filing

May – Budget planning meeting

May – renew personal property insurance including update of Other Assets and Property List

June – Apply for Temporary Food Service Permit from Jackson County Health & Human Services for 4-H Food Stand at Fair

June 30 – Deadline for filing Annual Report with Department of Financial Institutions

June 30 – End of fiscal year

July – Fourth quarter audit

July – Annual Audit (encompasses fourth quarter audit from previous fiscal year)

July – Special Events Liability Insurance for Food Stand is due

July 1 – Start of fiscal year

July 31 – Deadline for Fourth quarter Sales & Use Tax filing

October (or November) – Semi-Annual Meeting of the Association

October 31 – Deadline for third quarter Sales & Use Tax filing

November – Election of officers at transition meeting

November – Dishonesty bond renewal is due to Statewide Services

November 15 – Federal tax filing deadline (Association - Treasurer, chartered projects - Agent, community clubs - Agent)

December – Update of account signees at banks (See Attachment O for letters)

Please see Master Food Stand Document for key dates related to the food stand.