

4-H

# Treasurer Training



# AGENDA

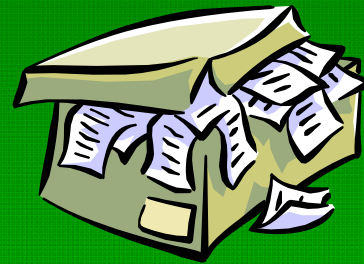
- Welcome and Introductions
- Objectives
- Section 1
- Sections 2 and 3
- Sections 4 and 5
- Section 6
- Section 7 and 8
- Questions and Answers

# OBJECTIVES

- Overview of new financial policies.
- Become familiar with Treasurer responsibilities, deadlines and reporting requirements.
- Opportunity to answer questions and develop skills.

# INTRODUCTION

- You have an important job!
  - Protect your club's money
    - Record keeping
    - Following the rules
  - Protect the people in your club
  - Learn life skills that will help you in jobs and your own financial management



# WHAT YOU WILL LEARN

- How to start off on a good foot.
- How to get the most out of your manual.
- Important terminology and materials.
- Simple rules for checks and banking.
- What a budget is.
- Inventory lists.
- Pitfalls to avoid.
- Preparing for meetings and the end of the year.

# START WITH THE END IN MIND...

- Remember - you will need to turn in your Treasurer's Manual and Financial Statements at the end of the year.

- Will you be...

- or...

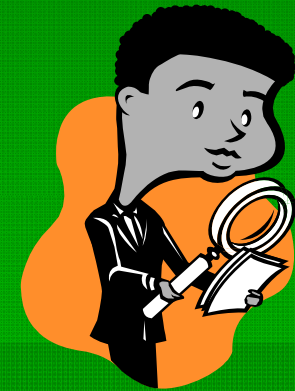


# REVIEWING YOUR MANUAL

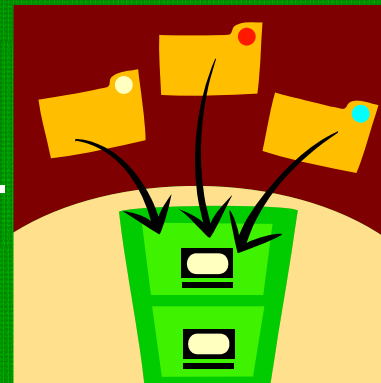
- Read through quickly one time.



- Read again more carefully, tab important pages.



- Set up your system.



# NEXT STEPS

- 1. Read over last year's Treasurer information
- 2. Make sure you have
  - A bank account
  - New Signature Cards
  - An IRS number
  - Receipt Book
  - Bank Stamp
  - Date Stamp
- 3. Set up
  - **Your chart of accounts** (there may already be one)
  - **Club Ledger** (record of money IN and OUT)
  - **Project Ledgers** (help you know if events are successful and serves as a “map” for the next time the event is held.)

# IMPORTANT RECORDS!

- THE DATE
- RECEIPTS
- WHO WAS PAID...OR WHO PAID YOU
- PURPOSE
- ACCOUNT
- AMOUNT

# A FEW SIMPLE RULES For Checks and Banking

- You can't make a check to yourself
- Each club is allowed ONE checking account

and ONE savings account



# MORE SIMPLE RULES

- Two **UNRELATED** people must sign all checks
  - Typical signers are the youth Treasurer and an adult leader
- Make sure the club has filled out the Bank Account Information Sheet notifying the 4-H office of the account signatories, which is turned in with beginning of the year reporting (along with enrollment).

# POLICY REMINDERS

- 704.6: Petty Cash Fund
- 704.7: Change Funds
- 704.8: Cash Advances
- 704.9: Theft or Mismanagement of Funds
- 704.10: Funds for Project Groups

# SECTION 1 REVIEW

Treasurer's Manual

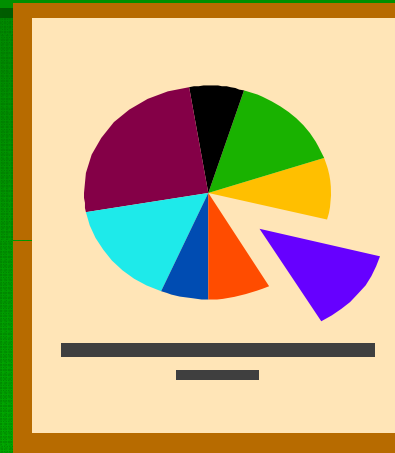


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# YOUR BUDGET

- This is a PLAN for how you expect to EARN and SPEND money
- The Budget must be approved at the beginning of the year by the membership and the community club leader(s).



# BUDGET OBJECTIVES

- Any raising or use of funds must be to further the educational goals of the 4-H Youth Development Program.
  - Leadership
  - Citizenship
  - Life Skills

# MORE ON YOUR BUDGET

- Decide to have a fundraiser over \$100 that was not in the original budget?
- Send a letter of intent and Form 8.5 at least 60 days prior to the event to the 4-H office for approval!
- Remember -  
no lotteries, raffles, bingo...



# FUNDRAISING FAQ'S

- **What is a raffle?**

**Answer:** A raffle is an activity that requires no skill in order to win a prize. Prizes are awarded through the purchase of chances.

- **Can 4-H youth, volunteers, clubs/units or Councils/VMO's conduct raffles?**

**Answer:** No. 4-H participants cannot conduct raffles.

- Proposition 17 sets forth rules that govern lotteries and charitable raffles in California. It states that private non-profit organizations can use these methods of fundraising. Private non-profits are groups like the Girl Scouts, Campfire USA, Girls' Inc, or Boy Scouts.
- Public non-profit agencies, such as the University of California 4-H YDP, are not legally permitted to conduct lotteries, raffles, bingo or other games of chance (*4-H YDP Policy Handbook Section 703.2B 3b*). The 4-H YDP receives funds from both state and federal sources and is a public non-profit.

- **Can 4-H members sell raffle tickets as a fundraiser for their club or for other organizations?**

**Answer:** No. 4-H Members cannot sell raffle tickets to fundraise for their club other organizations.

Additionally, all fundraising activities are to be reviewed by county office 4H YDP staff or the County Director. These activities should further the educational and research goals of the 4-H Youth Development Program.

# FUNDRAISING FAQ'S

- If another organization runs a raffle and donates the money to a 4-H club, can the 4-H club accept these funds?

**Answer:** Yes. A 4-H YDP club can accept funds raised by another organization through a raffle if they are to be used to further the educational mission of the 4-H Youth Development Program. However, the use of the 4-H emblem and clover are protected under the law and cannot be used to promote raffles (*section 703.2B 1; 703.2B 3a,b*).

- Can raffles occur at 4-H sponsored events?

**Answer:** No. Raffles cannot take place during 4-H sponsored events; it implies an endorsement of activities that are against our policies.

- What is the difference between a raffle and a drawing?

**Answer:** In a drawing everyone has an equal chance to win a prize and there is usually no money involved to be included in the drawing. A raffle is a lottery where an individual's chances of winning are increased by the number of chances that they purchase.

- Can a 4-H event offer door prizes?

**Answer:** Yes. If everyone is given an equal chance then this activity is considered a door prize or drawing. There should be no purchase required to participate in the door prize.

# ACCEPTING GIFTS

- Rule of thumb: when in doubt, ASK!
- Make sure all checks are payable to your 4-H club.
  - No animals
  - Vehicles and trailers may not be appropriate. Check with the Youth Development Advisor (YDA).
  - Nothing over \$1,000 without approval by County Director or 4-H YDA.



# SECTION 2 & 3 REVIEW

Treasurer's Manual



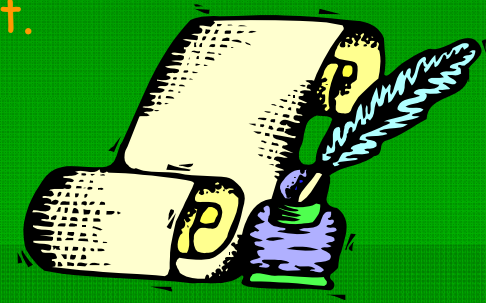
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- Getting Started
- Income and Fundraising

# BEFORE EACH MEETING

- Prepare your Report for the Club:
  - Reconcile and date bank account
  - Complete monthly report
  - Be sure all checks have two signatures from unrelated individuals.
  - Be sure all receipts are included.
  - Get written authorization for everything you paid for.
  - Be sure all bills are organized by date of payment.
  - Be sure ledger is completed for each purchase.
- Tell them your correct balance
- Notify the club of any irregularities...old, uncleared checks, money due but that hasn't been received, and so on



# SECTION 4 & 5 REVIEW

Treasurer's Manual



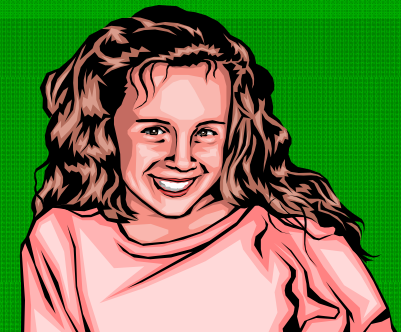
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- Spending Money
- Reporting to Your Club

# END OF THE YEAR

- Complete the financial report, which includes total expenses, income and remaining cash.
- Complete the inventory report, which includes all material items purchased regardless of value and where it is kept.
- Prepare records for peer view.
- Meet with next year's treasurer.
- File an IRS form 990 if necessary.
- Submit paperwork to 4-H office by deadline.



# INVENTORY LIST

- Add to your inventory list any item that your club purchases that will be used on an on-going basis.
  - *Flags, curriculum, clippers, coffee pots...*
- If an inventory item becomes obsolete, damaged or lost, inform membership and remove it from your list and create a proper accounting trail in your ledger.
  - *Review Form 6.2*

# PEER REVIEW

- The peer review team comprised of two adults and two youth, examines all financial information for accuracy, the existence of assets and the reliability of the financial data.
- Review Form 8.6

# SECTION 6

Treasurer's Manual



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- Finishing For The Year

# SECTION 7 and 8

**Treasurer's Manual**



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- Treasurer's Checklist
- Treasurer's Forms

# STAYING OUT OF TROUBLE

- Never leave cash out.
- Two non-related signatures on each check.
- Write receipts when possible.
- Deposit money within 7 days.
- Pay people with checks.
- Even if it's an IN - OUT transaction, record it...including club fees, summer camp.



# GOOD LUCK!!

- You are well on your way to:
  - Performing an important service for your club



- Learning skills to help you in future jobs and personal finances.

