

ANR Cooperative Extension Risk Assessment Best Practices

4-H – Asset Protection

1. Revised Section 700 makes it easier to use and to communicate new financial practices
2. Streamline administrative requirements related to asset oversight by staff
3. Revise Treasurers' Manual to make it easier to use and to communicate new financial practices
4. Require staff signatures on specified 4-H accounts
5. Require statewide reporting of 4-H assets
6. Create a Web-based system for reporting/compiling financial information
7. Require staff involvement/approval of fundraising by 4-H units
8. Include all assets on asset inventories (e.g., shooting sports equipment); maintain asset list at County UCCE level
9. Provide training for staff and volunteers on fundraising and appropriate use of the 4-H name and logo
10. Create mechanism/guidelines for dealing with misuse of name/logo
11. Conduct trainings for staff and volunteers on financial practices/oversight
12. Implement an annual analysis at state level to identify problems or potential areas of concern (before they become large problems)
13. Make use of peer-review/audit committees for oversight and compliance