2022-2023 4-H Program Fee Invoicing Process

Purpose:

Provide the details of the 2022-2023 4-H Program Fees payment process. An FAQ is included to address most common issues 4-H personnel have worked through.

Base Fees:

Partial fee: e.g., short-term only enrollments, day camp only enrollments is half the rate of base fee.

Youth full enrollment fee - $62 ($38 stays in the county, $24 recharged to State 4-H)
Youth partial enrollment fee - $31 ($19 stays in the county, $12 recharged to State 4-H)

Adult Volunteer full enrollment fee - $28 ($18 stays in the county, $10 recharged to State 4-H)
Adult Volunteer partial enrollment fee - $14 ($9 stays in the county, $5 recharged to State 4-H)

1st Installment Invoicing Process:

1. The 4-H Analyst will email county staff by 2nd Monday in January, to confirm any Partial enrollments of youth or adult volunteers. Staff will have one week (by 3rd Tuesday in January) to provide Partial totals.
2. The 4-H Analyst will finalize 1st installment invoices for enrollment totals and will email to county staff by 4th Monday in January.
3. The 4-H Analyst will submit all recharge payments and invoices containing county designated "L" accounts by 4th Monday in January to Business Partner Team 5 (formerly known as BOC-D).
4. 1st installment invoice payment will be posted out of "L" accounts on or after **February 15th**.

2nd Installment Invoicing Process:

1. The 4-H Analyst will email county staff by 2nd Monday in July, to confirm any Partial enrollments of youth or adult volunteers. Staff will have one week (by 3rd Tuesday in July) to provide Partial enrollment totals.
2. The 4-H Analyst will finalize 2nd installment invoices for enrollment totals and will email to county staff by 4th Monday in July.
3. The 4-H Analyst will submit all recharge payments and invoices containing county designated "L" accounts by 4th Monday in July to Business Partner Team 5 (formerly known as BOC-D).
4. 2nd installment invoice payments will be posted out of "L" accounts on or after **August 31st**.

FAQ:

1. **What portion of the 4-H program fees stays in the county "L" account and what portion is paid to the State 4-H Office?**
   For each full youth enrollment, $38 will stay in the county "L" account and $24 will be recharged to the State 4-H Office. For partial youth enrollments, $19 stays in the county account, $12 is recharged to the State 4-H. For each full adult volunteer enrollment, $18.00 stays in the county "L" account and $10

is paid to the State 4-H Office. For each partial volunteer enrollment, $9 stays in the county and $5 is recharged to the State 4-H Office.

2. **How can staff ensure funds are put into the county's designated "L" account?**
   There are a few methods counties may use.
   1) The enrollment fees may be collected from check payments (made payable to: UC Regents) from the 4-H VMO/Council account and deposited into the designated L account. The deposit process is done by sending the complete deposit and Statement of Cash Collections (SCC) to your county's Business Partner Team 1-4 email. These are usually prepared by the county Office Manager.

   2) The county may already have an online payment process established using ANR Survey Builder tool. The funds would need to be moved as needed into the county "L" account for invoicing recharges prior to the established dates provided in the 1st and 2nd installment processes outlined above.

3. **What if the staff do not respond to 4-H Analyst for Partial Enrollment total confirmation?**
   If no response provided, enrollment totals will be charged at the full enrollment rate on the invoice. If staff know prior to the 2nd Monday in January and July what Partial enrollment totals are, they can confirm details with the 4-H Analyst in advance of this date.

4. **Can the staff send in additional 4-H VMO checks to the State 4-H Office?**
   No, the enrollment process requires that county offices deposit all enrollment fees received into their county's L account. No checks from 4-H VMOs are to be mailed to the State 4-H Office.

5. **Do the county staff need to get a signature from their CD for the recharge?**
   No, all county staff and business managers have agreed to provide BOC a designated "L" account for the purposes of recharging program fees. If the accounts change, BOC will communicate necessary updates to the 4-H Analyst at State 4-H Office.

6. **How do counties handle billing for a member that enrolled and paid fees in one county and has since moved and transferred their enrollments to another county? Which county pays the enrollment fees in the 1st installment?**
   The new county will pay for the enrollment fees and will be responsible for collecting fee payment from the first county the member enrolled in and originally paid their fees to. This process will allow county staff to match up the enrollment reports they run for member's primary county enrollment and who they will be recharged for when the State 4-H Office process the 1st installment invoice.

7. **What is the process for county staff if they have planned to pay for a portion of their county's enrollment fees from a grant or other funding source, (e.g., payments from Charter schools) that has a spending deadline prior to the invoicing schedule of the State 4-H Office?**
   To the extent possible, county staff should recharge the funds out of the grant or other funding source account and into their county's designated "L" account first. Staff should complete the 4-H Program Fees Recharge Form 2022-2023 and submit to BOC. This helps ensures all funds are available in the county's designated "L" account when the 1st and 2nd invoices are created and final program fees are recharged out. Only when the source of funds to be spent are held in a State 4-H Office managed account, will staff email the completed form to the 4-H Analyst, webell@ucanr.edu.These recharges will be reconciled for the 2nd installment invoices.

8. **What is the naming convention county staff will see the 4-H program fees recharges posting under?**
   The recharge should post to FIS Decision Support as:
   "(County Name) (1st installment or 2nd installment) 4-H Program Fees 2022-2023". If a county has an additional recharge for a grant-based due date, the recharge should post to FIS Decision Support with the same naming convention.

9. **What happens if the designated "L" account has insufficient funds when the State 4-H Office submits recharges to Business Partner Team 5?**

   The funds will still move to State 4-H Office account. In the event of insufficient funds, county staff and CD would need to notify and communicate with their Business Partner Team contact, to coordinate when funds will be deposited.

10. **How do county staff run the enrollment reports that are used on the invoicing totals?**

    Option 1 - In the Custom Reports section of 4-H Online, click on the report shared from the Institution level titled: Validate Adult. Click to download as Excel. Repeat the same process to run Validate Youth report total. These reports will provide overall totals of those Approved enrollments to date.

    Option 2 - Staff can run the Shared Report called, "Final Enrollment Totals by Unit". These totals should match up to the Validate totals reports. Summary by unit is displayed if this report is downloaded as a PDF.

11. **How can county staff track their enrollment records of those who were Partial Enrollment Fee only?**

    County staff can track these enrollments for a specific enrollment year in the "Profile Notes" custom field in 4-H Online. These custom fields are view-only for county managers in 4-H Online. Staff can create a custom report with the member name, enrollment role, and profile notes, then filter for records that match the staff profile notes for Partial Fee only enrollments. These reports can be used for step 1 in the 1st and 2nd installment invoicing process outlined above.