

Financial Training Strengthening Clubs 2 - Notes for Rod

Financial Responsibility and Expectations

1) KSRE Principles for dealing with non-appropriated Funds -
Introduce the concept of non appropriated funds

Go around to different participants, have them read aloud the individual principles, asking if clarification is needed.

2) Raising and holding money under the 4-H Clover

a. Tax status of 4-H Clubs

http://www.national4-hheadquarters.gov/library/fs-tax_exempt_v2-08.pdf

How do clubs get included under this exemption and why should they?

b. Fund raising guidelines

Review the Thinking of a fundraiser guide

c. Fund raising best management practices

1) Money Collection Statement 9 Practice with play money and fill out the sheet. Give each group a bag of money and scenario. They should practice in groups of 2. Point out the signature and the transfer signatures.

2) When checking out tickets or items to sell (Clubs check out list)

3) Voucher - When turning bills into the treasurer, using the voucher provides additional information for the treasurer.

4) 4-H Club Committee Survey - This has a lot to do with club committee organization, but it helps you know f the proper amount of funds were allocated.

3) Requirements

a. Annual Report

Share Example (web) <https://intranet.oznet.ksu.edu/4-h/Volunteers/VolFinRevCOM27.pdf>

b. IRS 990 e-card

Share Jim's handout (web) <http://www.kansas4-h.org/Agents/Financial.htm>

4-H Tax Exemption Update, October 2008