Name of Club ___________________________
County_________________________________
Treasurer _______________________________

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University of Vermont and State Agricultural College 4-H Program, Inc.

Fiscal guidelines

The University of Vermont and State Agriculture College 4-H Program is a charitable organization as defined by IRS Code 501(c)(3). As such, it has been incorporated exclusively for the charitable and educational purposes of empowering youth to reach their full potential, working and learning in partnership with caring adults, through the 4-H youth development program of Cooperative Extension at the University of Vermont. As such, it is extremely important that all 4-H clubs be able to document the source of monies raised and how it is disbursed.

Local clubs, and other groups [committees, and foundations] within the corporation may choose to raise money for their educational and recreational goals through fund-raising or dues. A club or group treasury is necessary if funds are raised and maintained for club use. Funds are expected to support the financial needs of the total club or group and when possible, assist with participant cost in local, regional, state, national, and international programs. Fund-raising should be done for the good of the total club or group, be used for support of educational programs, and should be consistent with UVM Extension 4-H fund-raising policies.¹

1. Every 4-H club or group is required to use The Corporation’s Employer Identification Number (EIN), which is 30-0895381.
2. The Corporation’s fiscal year is October 1 through September 30.
3. A club or group may open a non-profit business account using the club, committee, or foundation name (include 4-H in the name), if bank allows, at any FDIC or NCUA-insured bank or credit union. If the bank will not open the account in your club’s name, you may use the UVM 4-H Corp name or pay for a tradename certificate from the Secretary of State’s website. Checking accounts are preferred, since they provide the ability to write checks, although any type of account is allowed, including money market and CD accounts. Certificate of deposit commitments for clubs must be limited to nine months or less in term; foundations and committees may pursue longer term commitments. Investments in securities (stocks and bonds) is not allowed under Vermont law.
4. Each club should have at least two adult leaders' names and the youth treasurer's name on the account at the bank (with neither adult leader being the parent of the treasurer). Youth treasurer positions are not expected nor required in the case of foundations or committees. If this is not possible due to size of club or other consideration, please contact the Extension financial officer. UVM 4-H staff signature shall be allowed to appear on 4-H accounts belonging to clubs or groups with prior written permission from the Board.
5. Clubs or groups that are projected to have $10,000 or more in revenue during the year must submit a quarterly report to the State Extension Office. Clubs or groups with less than $10,000 projected in annual revenue must submit a semi-annual report to the Office. The reporting form found in the 4-H Treasurer’s Handbook must be used. The State Office Address is 23 Mansfield Avenue, Burlington, Vermont, 05401-3323.
6. The club treasurer must use the Vermont 4-H Treasurer's Handbook or another form of ledger to show cash received, where the money came from and payments made, complete with check number, date, and purpose. If the group does not have a checking account but has a savings account, checks or money orders should be purchased from a bank or credit union. For the treasurer's protection, copies of these checks or money orders are to be recorded and maintained.

¹ http://www.uvm.edu/extension/youth/pdfs/leaders/4hvolunteerpolicyhandbookrev0414.pdf
7. Any payment should be in response to a formal written bill, receipt or invoice. The itemized invoice, clearly stating what was billed, with the check number and date of the check written on it will become a permanent part of the records for the treasurer's protection. Copies of these checks are to be recorded and maintained.

8. Proper fiscal management requires clubs and groups prepare a budget for the year. A budget template is provided in the Vermont 4-H Treasurer's Record Book and is due by December 1 to the State Extension Office, 23 Mansfield Ave., Burlington, VT 05045. A budget is a written plan for raising and spending money for a set period of time, most reasonably the fiscal year. Each item that is to be purchased needs to be presented to the members for approval before payment. Since a budget is approved by the members of the club, it's not necessary to seek approval for payment of items already listed in the budget. A budget accomplishes two things. First, all expenditures if the club funds are made with the full approval of the club. Second, this is a great way for the club members to learn how money flows in and out of an organization.

9. 4-H funds are meant to pay for immediate and short-term needs of clubs and club members. No more than 50% of the planned annual budget is to be carried forward into the following fiscal year. If more than 50% carry-forward is planned, a written justification for this action must be submitted to the State 4-H Director for approval. Examples of when large carry-forwards may be appropriate are when saving for trips, saving for sponsoring events, etc. It is understood that Foundations may consistently have a 50% carry-forward but should show active spending in support of 4-H activities.

10. All money received should be acknowledged with a pre-numbered written receipt. The receipt should include the source of the funds, the date, and the name of the person making the payments. In cases of car washes, bake sales, etc., where no reasonable expectation of a receipt exists, one deposit receipt will suffice. Individuals who pay equal to or greater than $25.00 must receive receipts. These receipts are the back-up documentation for any bank deposits made. The receipts should also become a permanent part of the club records. Receipt books in duplicate (minimum) should be used for this purpose.

11. Checks written to clubs must be made out to the name on your bank account. No checks may be deposited that are made out to the club leader or member’s name.

12. All bank statements, receipts, canceled checks, checkbooks, savings account books and the Vermont 4-H Treasurer's Record Book or the facsimile must be turned in to the local UVM Extension office when requested by UVM Extension staff. The 4-H Youth Extension Educator or University of Vermont State Extension Office may request periodic financial reviews at times other than those regularly scheduled of club or group records.

13. Clubs and groups must submit an Annual Summary Financial Report to the State UVM Extension office for review. Copies of this form can be found in the Vermont 4-H Treasurer's Record Book. This financial report is submitted to the State Extension office by November 15. Clubs that do not have a treasury or handle any money need to mark zeroes on the Annual Summary Financial Report, sign, and return it to the State UVM Extension office by November 15 as well.

14. All fund-raising activities expected to raise $500 or more must have prior approval from the 4-H Youth Extension Educator. Fund-raising should not be the main focus of group activities nor exclude any individual from participation. All money raised using the 4-H name must be used only for 4-H activities. Because these funds are publicly accountable, they must not be used in any way to enrich individuals. This means that money may not be given out to individual club members or others, unless for educational or scholarship purposes, but must be used to pay for educational programs, activities, workshops or 4-H club supplies. Cash donations must be receipted.

15. Non-cash donations to clubs (for example, consumable donations of supplies or miscellaneous items) should be acknowledged in writing to the donor. A copy of the acknowledgment must be kept in the club treasurer's records. Non-consumable donations should be accepted only if the club is prepared to accept the responsibilities of ownership including care, maintenance and insurance. 4-H clubs cannot own animals, land, or vehicles. 4-H volunteers may own animals or vehicles; they are the tax
responsibility of the individual 4-H volunteer. More information can be found in the 4-H policy book online.

16. Written acknowledgment of all cash and non-cash donations should be sent to the donor using the template in the UVM 4-H Treasurer’s Handbook, and a copy must be kept in the club treasurer's records. Donors cannot specify the individual recipient of cash or non-cash donations. Clubs should not feel compelled to accept non-cash gifts. The Extension staff responsible for 4-H Youth programs should be contacted whenever the club has questions about the appropriate action with respect to accepting and managing any donation.

17. The difference between a sponsorship and a gift? It comes down to advertising. If the sponsor is getting some sort of advertising for a service they provide, then the dollars are treated as ordinary income. If however, the sponsor is being listed generally (not specifically advertising its goods or services), then we should treat the revenue as a gift.

18. The 4-H Corporation expects to receive a tax exemption number in early 2017. Until that time, clubs and groups may use the University of Vermont tax exempt number for educational purchases for club use. Contact the local UVM Extension office for this certificate.

19. Any 4-H club or group that disbands with money left in its account must turn over those funds to the local UVM Extension office for distribution to the Corporation. All property belonging to the club or group shall be disbursed in the same manner. Club members may request that the money be used for a specific 4-H program within the club, county or state. This request will be acted upon by the Extension staff responsible for 4-H Youth programs at the time the club is dissolved. If a club divides itself, creating more than one recognized and properly registered club, the funds from the original club shall be disbursed, based proportionally on membership, in each club.

20. The UVM Extension staff person responsible for 4-H Youth programs has the responsibility to accept and investigate, in consultation with the Corporation Board of Trustees, the disbursement of 4-H funds by any club if a complaint is made by 4-H members or parents. Issues of this nature can be avoided by following these guidelines. It is the discretion of the Board of Trustees to decide action related to the outcome of any fiscal investigation. Concerns raised are settled quickly if clubs have kept their books up to-date and have followed these guidelines.

21. SHOOTING SPORTS -- Only certified 4-H Shooting Sports volunteers may purchase the following AFTER approval is granted by the 4-H Shooting Sports Coordinator: Rifles, Handguns, Muzzleloaders and Shotguns. The request form can be found at:

http://www.uvm.edu/extension/youth/pdfs/leaders/shooting_sports_purchase_request.pdf

Other supplies, such as ammunition, knives, hatchets, axes, pellets, bb’s, CO2 cartridges/tanks, air pistols and air rifles, bows, arrows, black powder, primers, lead balls, or bullets for muzzleloaders, may be purchased without permission. It is especially important that receipts are kept along with a brief explanation linked to a programming need and storage, as back up, should it be requested.

In addition to following UVM 4-H Program, Inc. financial guidelines above, the treasurer/volunteer leader

1. Shall keep an accurate record of:
   a. All money received and its source.
   b. All money paid out and for what purpose.
2. Shall pay money out of the treasury only as voted by the club with the approval of the leader.
3. Shall report at each meeting the amount received and the bills paid since the last meeting, and the balance in the treasury.
4. Must be ready to give itemized account of funds at any time on request of members or leaders.
5. Must have the treasurer’s report approved and signed by the local leader.
6. Shall be responsible for the club funds until a successor is elected.
BUDGET TEMPLATE

4-H Club or Group Name ____________________________________________
Annual 4-H Club/Group Budget for October 1 ___________ (Year) to September 30 ___________ (Year)
Approved By 4-H Club Members: __________ (Date)
Submitted by December 1 each club year

Income
List all 4-H Club or Group events and activities project activities that the 4-H club supports and all fund-raising events, including community service, recreation, educational events, field trips, etc. Be sure to list all sources of income. Expand this table as needed.

<table>
<thead>
<tr>
<th>EVENT or ACTIVITY</th>
<th>DATE</th>
<th>ESTIMATED INCOME</th>
<th>SOURCE FOR INCOME (Fund Raising, Member Dues, Donations/Grant, Investment Income, Income for Youth Development Services)</th>
<th>ACTUAL INCOME</th>
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TOTAL INCOME: ESTIMATE $____________

EXPENSES
Include equipment, rental fees, participant fees, supplies, refreshments, postage, bank fees, insurance costs, etc. Be sure to list all costs. Expand this table as needed.

<table>
<thead>
<tr>
<th>EVENT or ACTIVITY</th>
<th>DATE</th>
<th>ESTIMATED COSTS</th>
<th>SOURCE FOR COST (Fund Raising, Dues, Educational Supplies, Participant Fee, Postage, etc.)</th>
<th>ACTUAL COST</th>
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TOTAL EXPENSES ESTIMATE $____________

ESTIMATED SURPLUS OR SHORTFALL
Estimated Income - Estimated Expense = Surplus or Shortfall
$________________ - $________________ = $________________ (surplus) OR $ --___________ (shortfall)
### Ledger sheet

**Name of Club**

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction</th>
<th>Amount Out</th>
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Account Reporting:

Name of Bank ___________________________________________________________________________

Account # _______________________________________________________________________________

Period of Reporting:

If the annual gross revenue of your club, committee or foundation is MORE than $10,000, you must submit FOUR quarterly reports and an annual report. Please select time period(s).

- First Quarter (October 1 to December 31)
- Second Quarter (January 1 to March 30)
- Third Quarter (April 1 to June 30)
- Fourth Quarter (July 1 through September 30)
- Annual (October 1 to September 30)

If the annual gross income of your club, committee or foundation is equal to or LESS than $10,000 you must submit TWO semi-annual account statements and an annual report. Please select time period(s).

- First half report (October 1 through March 30)
- Second half report (April 1 through September 30)
- Annual (October 1 to September 30)

Fiscal Report:

Beginning Balance................................................................. $ ______________________

Revenue

1. Grant Revenue ............................................................... $ ______________________
2. Gift Revenue..................................................................... $ ______________________
3. Interest Revenue ............................................................. $ ______________________
4. All other revenue............................................................. $ ______________________

Total Revenue.................................................................... $ ______________________

Expenses

1. Supplies and Services ..................................................... $ ______________________
2. Scholarships ................................................................. $ ______________________

Total Expenses ....................................................................... $ ______________________

Ending Balance .................................................................... $ ______________________
GIFT FORM

I am/We are pleased to support the 4-H Program through a gift/pledge of $__________________ to the ___________________________.

Club/Committee/Foundation

GIFT

☐ My/Our gift is enclosed
☐ I/We wish to make a gift of property: ____________________________

GIFT DESIGNATION

☐ This gift is unrestricted and may be used where the need is greatest at the UVM 4-H Program.
☐ Please designate this gift for this specific purpose: ____________________________

Please have the State 4-H Director contact me about

☐ Naming scholarships or other opportunities.
☐ Making a gift and receiving lifetime income.

CONTACT INFORMATION

Name ____________________________ Spouse/Partner’s Name ____________________________
Email ____________________________ Email ____________________________
Address __________________________ Address __________________________
City/State/Zip _____________________ City/State/Zip _____________________
Home Phone ______________________ Home Phone ______________________
Employer Name ___________________ Employer Name ___________________
Business Title _____________________ Business Title _____________________
Business Address __________________ Business Address ___________________
Business Phone ____________________ Business Phone ____________________

Donor Signature __________________________ Date ______________________
Donor Signature __________________________ Date ______________________

Thank you for your support of the University of Vermont and State Agricultural College 4-H Program
Dear (Donor Name),

On behalf of the University of Vermont and State Agricultural College 4-H Program, Inc., and especially the youth and volunteers of the (name club or committee receiving donation), I thank you for your donation of (and list amount or property).

Each year, the UVM 4-H Program reaches over 6,000 Vermont youth, developing both life and job skills through a variety of positive youth development programming. Be it through a 4-H club, a short term program or through a community partnership, and always in partnership with caring adults, 4-H youth are exploring, problem-solving, leading, communicating and building skills necessary to forge a path ahead in our global society.

Setting goals increases achievement. There are hundreds of studies that show how setting goals increases success rate in all sorts of settings (Latham & Lock, 2007). And we know that every year, over eighty percent of 4-H club participants set and reach their goals in projects of their choosing. Your donation helps to support the activities and instructional supplies that enable 4-H participants to reach their goals and develop both life and job skills along the way.

The University of Vermont and State Agricultural College 4-H Program, Inc., is a 501(c)3 non-profit organization (Federal I.D. #30-0895381). We recognize and acknowledge that no goods or services were or will be transferred to you in connection with this gift of (list amount here).

Please keep this written acknowledgement of your donation for your tax records.

If you have questions about this receipt, please contact us at 1-800-571-0668. Once again, thank you for your generous donation.

Sincerely,

(Club Leader/Youth Treasurer Name)

(Club Name)