

University of Vermont and State Agricultural College

4-H Program, Inc.

DBA (doing business as)

UVM Extension Community Partners



Treasurer's Book & Financial Policies



Name of Chapter/Club _____

County _____

Treasurer _____

Fiscal Year _____

Contents

University of Vermont and State Agricultural College 4-H Program, Inc.	2
Ledger sheet	7
Account Reporting:	8
GIFT FORM	9
Donor letter template	11

UVM Community Partners, Inc.

Fiscal guidelines

The University of Vermont Community Partners 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 integrating higher education, research and outreach to help Vermonters put knowledge to work in their families and homes, farms and businesses, towns, and the natural environment through quality programming. As such, it is extremely important that all 4-H and Extension community clubs/chapters be able to document the source of monies raised and how it is disbursed.

Local clubs/chapters, 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/chapter or group treasury is necessary if funds are raised and maintained for club/chapter use. Funds are expected to support the financial needs of the total club/chapter 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/chapter or group, be used for support of educational programs, and should be consistent with UVM Extension fund-raising policies.¹ **Contact your UVM Extension Point of Contact upon opening an account; this will allow us to assist with questions and ensure proper financial oversight and tax obligations.**

1. Every 4-H and Extension club/chapter 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/chapter or group may open a non-profit business account using the club/chapter, committee, or foundation name (include 4-H, Master Gardener, or Extension 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 Extension Community Partners" 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/chapter* should have at least two adult leaders' names and in 4-H ideally, 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. 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/Chapters or groups that are projected to have a balance of \$10,000 or more during the year must submit a quarterly report to the State Extension Office. Clubs/Chapters or groups with less than a \$10,000 balance must submit a semi-annual report to the Office. The reporting form found in the *UVM Extension Community Partners Treasurer's Handbook* or online form must be used. The address is *University of Vermont, 140 Kennedy Dr Ste 201, S Burlington, VT 05403*

¹ <http://www.uvm.edu/extension/youth/pdfs/leaders/4hvolunteerpolicyhandbookrev0414.pdf>
<http://nifa.usda.gov/resource/4-h-fundraising-winnings-and-donors-factsheets>

6. The club/chapter treasurer must use the *UVM Extension Community Partner's 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.
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. Should a payment be made to an individual as reimbursement without a receipt, the missing receipt form must be used as documentation.
8. Proper fiscal management requires clubs/chapters and groups prepare a budget for the year. A budget template is provided in the Vermont Extension's Treasurer's Record Book and is due by December 1 to the *University of Vermont, 140 Kennedy Dr Ste 201, S Burlington, VT 05403*
9. 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/chapters members to learn how money flows in and out of an organization.
10. 4-H and Extension club/chapter funds are meant to pay for immediate and short-term needs of clubs/chapters and club/chapter 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, Master Gardener Coordinator or other program 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/Extension Master Gardener activities.
11. 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/plant 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/chapter records. Receipt books in duplicate (minimum) should be used for this purpose.
12. Checks written to clubs/chapters must be made out to the name on your bank account. No checks may be deposited that are made out to the club/chapter leader or member's name.
13. All bank statements, receipts, canceled checks, checkbooks, savings account books and the Vermont Extension's 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, Master Gardener Coordinator or University of Vermont State Extension Office may request periodic financial reviews at times other than those regularly scheduled of club or group records.
14. Clubs/Chapters 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 Extension Treasurer's Record Book*. This financial report is submitted to the State Extension office by November 15. Clubs/chapters 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.
15. All fund-raising activities expected to raise \$500 or more must have prior approval from the 4-H Youth Extension Educator or appropriate program coordinator. Fund-raising should not be the main focus of group activities nor exclude any individual from participation. All money raised using the 4-H or

Extension or Master Gardener name must be used only for 4-H or Extension/Master Gardener 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, and must be used to pay for educational programs, activities, workshops or 4-H or other Extension or Master Gardener club/chapter supplies. Cash donations must be receipted.

- 16.** Individuals may not raise funds in the name of 4-H, Master Gardener or other Extension program for personal benefit rather than program benefit. Personal fundraising through online platforms like GoFundMe, door to door solicitations, raffles and more, are not only a violation of the use of the 4-H/Master Gardener Name and Emblem, but also of the Internal Revenue Service (IRS) laws related to tax-exemption. The most obvious possible legal implication of such violations is the potential loss of the tax-exempt status for an Extension club/chapter or for an entire state 4-H, Master Gardener or other Extension program. Another potential consequence is the revocation of authorization for use of the 4-H or Master Gardener Name and Emblem. Clubs/chapters, committees and foundations may support their members by setting up activities, including online fundraising or accepting the dollars and then, offering scholarships or other financial support for members' participation in activities.
- 17.** Clubs/chapters, foundations, and committees are permitted to conduct fundraising online by utilizing “crowdfunding” or “crowdsourcing” web sites if all money raised follows current policies and best practices. Such fundraising programs and use of the 4-H Name and Emblem on or associated with, products, and services for such purposes must have the approval of [the] appropriate Extension office (county or state). All funds must be used for educational purposes and may not be raised to support one particular person. (Example – a club/chapter may not raise dollars to support one member’s project expense. That entity however, may raise dollars to offset the cost of all members’ project expense by being shared or purchased in bulk for all members. An entity can also raise funds to cover expenses related to field trips or registration fees tied to 4-H or Master Gardener educational activities). Funds raised via a crowdfunding platform must be treated as other gift or sponsorship income with proper receipting and acknowledgement as outlined in the treasurer’s book. Please alert the 4-H Director when conducting crowdfunding to ensure the funds are applied to the appropriate location.
- 18.** Non-cash donations to clubs/chapters (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/chapters treasurer's records. Non-consumable donations should be accepted only if the club/chapter is prepared to accept the responsibilities of ownership including care, maintenance and insurance. 4-H and other Extension *clubs/chapters* cannot own animals, land, or vehicles. 4-H, Master Gardener and Extension *volunteers* may own animals or vehicles; they are the tax responsibility of the individual 4-H, Master Gardener and Extension volunteer. More information can be found in the 4-H policy book online.
- 19.** Written acknowledgment of all cash and non-cash donations should be sent to the donor using the template in the UVM Extension 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/chapters should not feel compelled to accept non-cash gifts. The Extension staff responsible for the programs should be contacted whenever the club/chapter has questions about the appropriate action with respect to accepting and managing any donation.
- 20.** 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 (see #17 for directions on gifts/donations).
- 21.** The UVM Community Partners Corporation has its own sales tax exemption certificate. Purchases made with funds in your club/chapter, committee or foundation account should be tax-free. Use this document for proof.

22. Any 4-H, Master Gardener or Extension 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/chapter or group shall be disbursed in the same manner. 4-H, Master Gardener or other Extension club/chapters members *may request that the money be used for a specific program within the club, county or state.* This request will be acted upon by the Extension staff responsible for 4-H Youth, Master Gardener or other Extension programs at the time the club is dissolved. If a club/chapter divides itself, creating more than one recognized and properly registered club/chapter, the funds from the original club/chapter shall be disbursed, based proportionally on membership, in each club/chapter.
23. The UVM Extension staff person responsible for 4-H Youth, Master Gardener or other Extension programs has the responsibility to accept and investigate, in consultation with the Corporation Board of Trustees, the disbursement of funds by any club/chapter if a complaint is made by 4-H, Master Gardener or Extension club 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/chapters have kept their books up to date and have followed these guidelines.
24. **4-H 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 Community Partners, 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

Chapter/Club or Group Name _____
 Annual Budget for October 1 _____ (Year) to September 30 _____ (Year)
 Approved By Chapter/Club Members: _____ (Date)
 Submitted by December 1 each year

Income

List all 4-H Club or MG Chapter/Group events and activities project activities that the chapter/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.

EVENT or ACTIVITY	DATE	ESTIMATED INCOME	SOURCE FOR INCOME (Fund Raising, Member Dues, Donations/Grant, Investment Income, Income for Youth Development Services)	ACTUAL INCOME

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.

EVENT or ACTIVITY	DATE	ESTIMATED COSTS	SOURCE FOR COST (Fund Raising, Dues, Educational Supplies, Participant Fee, Postage, etc.)	ACTUAL COST

TOTAL EXPENSES ESTIMATE \$ _____

ESTIMATED SURPLUS OR SHORTFALL

Estimated Income - Estimated Expense = Surplus or Shortfall
 \$ _____ -- \$ _____ = \$ _____ (surplus) OR \$ -- _____ (shortfall)

Ledger sheet

Name of Club/Chapter _____

Date	Transaction	Amount Out	✓	Amount In	Balance
For:					
For:					
For:					
For:					
For:					
For:					
For:					
For:					
For:					
For:					
For:					
For:					
For:					

UVM Extension Community Partners Account Reporting

Or use https://qualtrics.uvm.edu/jfe/form/SV_3kocSO9NnRQZD1z

Name of 4-H Club, Chapter, Council and Committee _____ County _____

Name of Bank _____ Account # _____ Name of Person Completing Report _____

Period of Reporting:

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

Please submit a copy (PDF, image file, etc.) of the bank statement ending March 31 with your first half report and a bank statement ending Sept 30 with your annual report.

- First half report (October 1 through March 31) – Due on the third Friday of April
- Annual (October 1 to September 30) – Due by Nov 15.

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

Please submit a copy (PDF, image file, etc.) of the bank statement with your quarterly/annual report, i.e., bank statement ending Dec 31 with 1st quarter, Mar 31 with 2nd quarter, Jun 30 with 3rd quarter and Sep 30 with annual report.

- First Quarter (October 1 to December 31) – Due on the third Friday of January
- Second Quarter (January 1 to March 31) – Due on the third Friday of April
- Third Quarter (April 1 to June 30) – Due on the third Friday of July
- Annual (October 1 to September 30) – Due by Nov 15

Beginning Balance (should equal the ending balance of your last report)..... \$ _____

Revenue

1. Grant Revenue	\$ _____
2. Gift Revenue.....	\$ _____
3. Interest Revenue	\$ _____
4. All other revenue.....	\$ _____
Total Revenue.....	\$ _____

Expenses

1. Supplies and Services	\$ _____
2. Scholarships (Please provide a list of who received the scholarship (\$ for educational opportunities), their county, and amount as this can trigger IRS reporting).....	\$ _____
Total Expenses	\$ _____

Ending Balance \$ _____



UVM and State Agricultural College 4-H Program, Inc.

146 University Place, Morrill Hall Room 103, University of Vermont, Burlington, Vermont 05405
802-651-8343 or 800-571-0668 (toll free)

4-H 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



Gift Form

I am/We are pleased to support the UVM Extension Master Gardener Program through a gift/pledge of \$ _____ to the _____ Chapter

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 Master Gardener Program.
- Please designate this gift for this specific purpose:

Please have the State Master Gardener Coordinator 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 _____

Thank you for your support of the University of Vermont Extension Master Gardener Program

4-H Donor letter template



The University of Vermont

Name

Address

City, State, Zip

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)

EMG Donor letter template



The University of Vermont

Name

Address

City, State, Zip

Dear (Donor Name),

On behalf of the University of Vermont Extension Master Gardener Program, UVM Community Partners Inc., and especially the volunteers of the (name chapter, club or committee receiving donation), I thank you for your donation of (and list amount or property).

Each year, the UVM Extension Master Gardener Program reaches over 10,000 people in Vermont. Extension Master Gardener volunteers are helping reduce Vermonters' impact on the state's environment by teaching environmentally prudent home horticulture practices, encouraging home owners to reduce their use of pesticides and helping youth and adults all over the state develop sustainable food growing skills. Your donation helps to support the activities and instructional supplies that enable Extension Master Gardeners to reach their goals and reach many people throughout Vermont along the way.

The University of Vermont and State Agricultural College, UVM Community Partners, 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

UVM Extension Master Gardener Program University of Vermont
63 Carrigan Dr., Jeffords Hall - Room 206
Burlington, Vermont 05405
Tel: (802) 656-9562

Once again, thank you for your generous donation.

Sincerely,

(Chapter Chair/Chapter Treasurer Name)



UVM Community Partners
AFFIDAVIT OF LOST OR UNAVAILABLE RECEIPT
For any purchase less than \$100, use this form when a receipt is missing.

RECEIPT INFORMATION

Date Paid: _____ Amount Paid: _____

Payee: (name of business, person, etc...) _____

Location: (address) _____

Description of Expense Incurred: (include purpose and name of all attendees)

Statement of Reason for Not Having Receipt: (be as specific as possible)

Form of Payment: (attach card/bank statements) Cash ___ Credit Card ___ Check ___

NOTE: One form must be completed for each missing receipt.

CERTIFICATION

I certify that the receipt described above is not available nor obtainable and that due diligence has been done to obtain a duplicate prior to the submission of this form. I also certify that it is an authorized expense for Vermont 4-H Shooting Sports and that I have not previously requested, nor will I again request, reimbursement for this expense.

Date of Request: _____

Name of Person Seeking Reimbursement/Justifying Expenditure: (please print)

Signature: _____

Form to be submitted to the treasurer of club, chapter, foundation, committee and kept in file.