

Check List

4-H Account Information

All requirements and suggestions can be found in the 4-H Financial Management Guidelines
Contact your CEA with any questions

- "County" is not used in account name or name associated with EIN
- 2 Signatures required- not in the same household
- 2 signatures MUST be screened and cleared in 4HOnline annually
Ideally by 9 / 1
- Check request are accessible and required
- NO check should EVER be made to "Cash"
- BEST PRACTICE: all bank statements should be mailed to the county office
- BEST PRACTICE: all club check books should stay at the county office
- No payouts to club members- instead sponsor fees for 4-H Events at any level
- Follow 4-H Financial management guidelines for cash withdrawals / petty cash
- BEST PRACTICE: No club debit card-Follow Guidelines if chosen
- Online payment systems- each club may have 1 (venmo, paypal, Square, etc.)
- Develop a budget annually- durring club chartering is suggested timeline
- CEA must approve all fundraisers
- 2 annual fundraisers are considered tax-exempt (Raffles are approved)
- Treasurer should keep a detailed record of receipts and disbursements
- Reconcile account monthly with statements- Make deposits DAILY
- All funds should have a receipt, letter, or other documentation
- The club should vote on all budget items and be reflected in minutes
- 990N Filing should be done annually
- Chartering completed in summer annually for enrollment purposes