



Spokane County 4H Horse Project Handling of Funds Policy & Procedure

The Policies & Procedures that follow have been designed to improve the communication between the Horse Project Committee's and the Horse Project E-Board as well as to follow guidelines set by the Internal Revenue Service for operation of a non-profit organization. Your patience and cooperation is appreciated. All items need to be budgeted for or referenced in Horse Project meeting minutes.

1. Refunds –

- To request a refund for funds previously paid for a Horse Project activity; fill out a Check Request form and indicate the amount next to “Refund” at the top.
- Indicate the “Event” the member is being refunded for.
- The “Committee Chair Member” must sign the Check Request form prior to disbursement.
- Submit Check Request form to the Treasurer, allow 2 weeks for disbursement of funds.
- Refund requests must be submitted with 10 days of the designated activity.

2. Reimbursements –

- In order to be reimbursed for personal funds spent on Horse Project activities, fill out a Check Request form and indicate the amount next to “Reimbursement” at the top.
- Indicate the “Horse Committee or “Event” the items were purchased for.
- If you have purchased items for multiple “Committee or Events” submit a Check Request form and receipts for each “Committee or Events” separate.
- Attach “original” receipts to the check request form.
- The “Committee Chair Member” must sign the Check Request form prior to disbursement
- Submit Check Request form(s) with “original” receipts to the Treasurer, allow 2 weeks for disbursement of funds.
- Reimbursements requests must be submitted within 14 days of designated activity.

3. Pay Invoice –

- In order to have Invoices paid directly to the vendor for Horse Project activities, fill out a Check Request form and indicate the amount next to “Pay Invoice” at the top.
- Attach the “original” invoice to the form
- The “Committee Chair Member” must sign the Check Request form prior to disbursement.
- Submit Check Request form with attached invoice to the Treasurer, allow 2 weeks for disbursement of funds.

4. Advancement of Funds –

- Should any Committee Chair require “Advancement” of funds in order to purchase items for an event, contact the Horse Project President or Treasurer.
- You will be given a Check along with an “Advancement of Funds” form indicating the name the funds were submitted to, the date, the check number and the amount.
- Log and attach all original receipts to the Advancement of Funds form.
- Total the receipts and subtract the amount of the advance.
- Submit the Advancement of Funds Form and receipts along with cash or check for the balance remaining.
- If the total receipt exceeds the advance, fill out a Check Request form and submit with the Advancement of Funds form for reimbursement.
- Place Advancement of Funds form, receipts, check, cash or Check Request form in a sealed envelope with your name on the outside and submit to the Treasurer for verification and processing.
- Receipts MUST be attached for ALL spending, do not disburse funds to anyone without collecting a receipt.

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5. Contracted Labor (i.e. Judges, Clinician's, Instructor's etc.) -

- Prior to receipt of payment ALL contracted laborers hired for Horse Project Activities must fill out and sign a contract.
- To have Horse Project pay a contracted laborer for an event directly, fill out a Check Request form and indicate the amount next to "Pay Invoice", and attach the "Contract"
- If you have paid the contracted laborer, fill out a Check Request form and indicate the amount next to "Reimbursement", and attach the "Contract."
- Submit Check Request with the Contract to the Treasurer, allow 2 weeks for disbursement of funds.

6. Fundraisers: Raffles, Silent Auctions, Gift baskets, etc....-

- All Fundraising activities performed in order to raise money for individual Horse Project Activities is the property of Spokane County 4H Horse Project.
- All funds must be deposited into the Horse Project account and distributed.
- Do NOT use Fundraiser/Raffle funds as petty cash.
- Turn in all funds collected to the Treasurer at the end of the event.

7. Entry Fees turned in to the 4-H Office -

- When submitting funds collected for a Horse Project Activity, fill out the Deposit Voucher form and submit with payments to the 4H Extension office. List the Members name, check # or cash, Amount. Also fill in the bottom portion of the form. Staple all forms together prior to submission.
- List each check separately, indicate members name(s), parents name, amount of check, check # or cash. Fill in all sections of the form.
- If a member pays for more than one event on a single check record the members name on the Deposit Voucher indicating member's name, check number and the amount paid for the 1st event.
- Attach a separate Deposit Voucher indicating the Event at the top, enter the member's name, check number and the amount paid for the 2nd event.
- Total of all Deposit Vouchers should match the total of funds being submitted. Turn in Deposit Vouchers & funds to the 4H Extension office.
- Funds will be deposited within 2 weeks.

8. Entry Fees Turned in at an Event –

- Indicate the event at the top of each form
- List each check separately, indicate members name(s), parents name, amount of check, check # or cash. Fill in all sections of the form.
- Total of all Deposit Vouchers should match the total of funds being submitted.
- At the end of the event meet with the treasurer to go over the form, request payments and finish up any loose ends.

9. Camperships –

- Camperships have been set up in order to give financial assistance to members.
- In order to utilize campership funds requests must be submitted in writing to the 4-H office before the event deadline.
- If a Campership is approved fill out a Campership Voucher and attach to Deposit Voucher in order to ensure funds are allocated correctly.

10. Rental Agreement –

- Prior to the use of any member's, volunteer, or non-member's equipment and/or personal items a rental agreement must be executed in order to protect the interest of both parties. This includes but is not limited to use of live stock; trailers; 4-wheelers; etc. by Horse Project or it's members for any event or activity. Contact the 4H Extension Office for a copy of an Agreement.