

# Request to Maintain Excess Funds

The Washington State University 4-H Youth Development Policy and Procedures Handbook directs each 4-H club/group to maintain no more funds needed than to cover 6 months of expenses (Section 11.3.1). If your club has plans that require maintaining a higher balance, complete this form to request such permission. If your club plans do not require maintaining a higher balance, contact your 4-H Faculty/Staff to determine your next steps.

Club Name: \_\_\_\_\_

Club Leader: \_\_\_\_\_

Current Funds Balance: \$ \_\_\_\_\_

Our club has the following plans that require a fund balance in excess of 6 months of expenses:

Amount necessary to complete club plans: \$ \_\_\_\_\_

Amount in excess of this need: \$ \_\_\_\_\_

Your request has been approved:

\_\_\_\_\_  
Extension signature

\_\_\_\_\_  
Date

Balance must be reduced by: \_\_\_\_\_