

MEMORANDUM

TO: All Yakima County General Leaders, & Council/Committee Treasurers
FROM: Alison White, WSU Yakima County & Kittitas County Extension, 4-H Regional Specialist
DATE: October 1,
SUBJECT: 4-H Year End Financial Requirements – **Due December 1**

Last year, all clubs were asked to turn in their Treasurer's Binder and Secretary's Book. This extra information was necessary for the office to audit all clubs in order to identify areas in which more support is needed and to meet the state requirement of fully auditing at least 10% of clubs each year. This year, the standard state requirement applies to all clubs, but only clubs that handled more than \$1000 and/or received more than \$500 in donations in the last 4-H year are required to turn in their Treasurer's Binder and Secretary's Book.

State Requirement of All Clubs/Groups

1. Annual Financial Summary Report

- Prepared by Treasurer and Club Leader
- Attach a copy of your bank signature card
- *Optional: Request to Maintain Excess Funds* form

2. Audit Committee Report

- Prepared by Audit Committee (appointed by President and Club Leader)
- Audit Committee may not include the Club Leader, President, Treasurer, or Secretary of the club under audit, nor be related to anyone who had access to the treasurer's records or club bank account. Two clubs can audit one another; a great option for small clubs!
- Do not leave any of the audit questions blank; ask questions of the club or Extension office if clarification is needed.

3. Property Inventory Form

- Prepared by assigned member, leader or committee.
- Record non-consumable assets and all assets of significant worth and/or value (necessary/costly items).
- Record actual purchase value or approximate replacement value, best guesstimate if unknown.
- Considering turning in a photocopy of the form, or printing a typed version of the form so the club maintains a copy.

* Any club/group that wishes to maintain a high-balance (i.e., more than 6-months of funding) in club bank accounts must turn in a **Request to Maintain Excess Funds** form.

County Requirement of Clubs/Groups that handled more than \$1000 and/or received more than \$500 in donations in the last 4-H year:

1. Secretary's Book

- Previous 4-H year's meeting minutes

2. Treasurer's Binder

- Previous 4-H year's financial records (Treasurer's Reports, bank statements, receipts, deposit slips and any other financial documents)

If you have questions regarding the financial requirements please contact us at jennifer.loyd@co.yakima.wa.us / 509-574-1600 or alison.white@wsu.edu / 509-707-8066, or stop by the office.

Don't handle funds?

Write "*we do not handle funds*" on the Annual Financial Summary Report and turn it in.

Don't own property?

Write "*we do not own property*" on the Property Inventory Form and turn it in.

Any club/group, regardless of funds handled, is subject to audit and if selected will need to provide the previous year's Treasurer's Binder and Secretary's Book.