



2020 4-H Financial Manual Changes for Volunteers

All changes have been made to the current PDF versions posted online.

Revisions made:

- Current Participation Fee of \$20 per youth; \$60 per 3 or more youth per family updated.
- Calculations in Annual Financial Summary sample and Treasurer Report sample corrected.

Form Changes:

- A newly created W-9 information sheet needs to be sent to MSU with the W-9 Form from the IRS website, due to the periodic changes on the IRS website. (Volunteer Manual, pg 42)
- A line for 4-H Club Dues was added to the Annual Financial Summary Report. (Volunteer Manual, pg 48; Treasurer Manual, pg 44)
- A line added for Inventory of 4-H Group Property indicates this section must be completed annually on the Annual Financial Summary Report. (Volunteer Manual, pg 49; Treasurer Manual, pg 45)
- A line for due date for the County 4-H Fund-Raising Report Form was added. (Volunteer Manual, pg 41; Treasurer Manual, pg 40)
- Fundraisers must be approved by the local 4-H office, before these events can be promoted or held. (Volunteer Manual, pg 11; Treasurer Manual, pg 11)

Language or Content Added:

- Treasurer's Reports are reviewed and put on file. (Treasurers Manual, pg 28)
- A line added to the Annual Participation Fee and Dues Form to include "4-H Online Profile Complete". (Treasurer Manual, pg 41)
- If a 4-H club or group doesn't submit its Fund-Raising Report Form as directed, staff can deny the group fund-raising privileges in the future. (Volunteer Manual, pg 11; Treasurer Manual, pg 12)
- The Appropriate Use of Funds chart has been added to Financial Manual for 4-H Treasurers—Managing Money Wisely. (Treasurer Manual, pgs 46-48)
- Youth roles as treasurers has been added to Financial Manual for 4-H Treasurers—Managing Money Wisely. (Treasurer Manual, pg 4)
- 4-H groups, clubs, councils or committees must work with local 4-H staff and follow the MSU Contract and Grant Administration (CGA) grant process, when applying for grants. (Volunteer Manual, pg 14; Treasurer Manual, pg 13)

New Recommendations:

- It is recommended that a separate Annual Financial Summary Report be completed for each bank account a 4-H club or group maintains. (Volunteer Manual, pg 28)
- Participation Fees, cash and/or checks, collected by 4-H leaders need to be turned into the local 4-H office within 30 days of collection. (Volunteer Manual, pg 9; Treasurer Manual, pg 10)
- Two (2) signatories are required on a 4-H club or group bank account. They must be 4-H Gold Volunteers who are not related to one another or to the youth treasurer. (Volunteer Manual, pg 7; Treasurer Manual, pg 6)
- Sales tax is not collected on unprepared food and not collected on livestock commissions. (Volunteer Manual, pgs 23-24 ; Treasurer Manual, pg 24)

FINANCIAL MANUAL FOR 4-H VOLUNTEERS:

Leading the Way to Financial Accountability

