4H Club Financial Management

1. Sign Partnership Agreement and return to Extension Office
   a. Your account numbers will be provided to you

2. Close club checking account
   a. Write last check to Cedar County Extension. It will be deposited into your UNIQUE club account code.
   b. After all checks have cleared provide last statement to Extension Office
   c. Close the account

3. Utilize Voucher Request Forms
   a. Forms available on Cedar County Extension website under 4H information
   b. Forms require two signatures
      1. Club Treasurer or other officer if Treasurer unavailable
      2. Club Leader
   c. May be mailed in or emailed to gbierman@iastate.edu

4. Utilize Deposit Slip
   a. May be mailed in or dropped off at Extension Office
   b. Checks should be made out to Cedar County Extension NOT the club.

If you have any questions, please call the Extension Office 563-886-6157.