

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.