

Hamilton County 4-H Financial Guidelines

- **There are two types of purchase from a Club Account**
 - The purchase is for a budgeted item
 - Things that need to be turned in: Minutes approving the clubs annual budget, a Hamilton County 4-H Fund Request Form, and an invoice/receipt. A copy of these items may be emailed (siles@iastate.edu), mailed, or dropped off at the Hamilton County Extension Office.
 - The purchase is for an unbudgeted item. This purchase will most likely come out of a club's contingency/undesignated fund or the clubs budget will need to be amended to reflect these purchases.
 - Things that need to be turned in: signed minutes approving the purchase, a Hamilton County 4-H Fund Request Form, and an invoice/receipt. A copy of these items may be emailed (siles@iastate.edu), mailed, or dropped off at the Hamilton County Extension Office.
- **When is a receipt required?**
 - A receipt will be required for reimbursements and after any purchase is made so that the business or person can be paid.
- **When are minutes required?**
 - Signed minutes will be turned in after club has approved the annual club budget.
 - Any spending that is done within what is listed in the annual club budget *does not* need to have additional signed club minutes sent to the Hamilton County Extension Office.
 - Ex: the clubs annual budget includes \$50 for the club fair booth. Any purchases made for the club fair booth up to \$50 does not need a separate set of signed minutes approving the purchase.
 - If items needing to be purchased were not included in or are above the approved amount in the annual club budget a new motion will need to occur to approve the spending of the funds.
 - New signed club minutes reflecting this motion will also need to be sent to the Hamilton County Extension Office. A copy may be emailed (siles@iastate.edu), mailed, or dropped off.
 - The Hamilton County Extension Office recommends sending signed minutes within two days of the meeting to the Hamilton County Extension Office. A copy may be emailed (siles@iastate.edu), mailed, or dropped off.
- **Hamilton County 4-H Fund Request Form:**
 - Needs to be filled out and submitted before any check is cut from the Hamilton County Extension Office. A copy may be emailed (siles@iastate.edu), mailed, or dropped off.
 - Needs to be filled out and submitted when any purchase is made. It should be submitted either with or before the invoice/receipt from purchase. (See **Making Purchases Via a Charge Account** for special rules regarding charge account purchases.)
 - As much detail can be added to the "Memo" space as a club would like but only the first three words are going to appear on the clubs monthly financial report.
- **Making Purchases Via a Charge Account**

- Only Primary Volunteer Purchasers will be able to go to locations where the Hamilton County Extension Office has a charge account already set up to make purchases for their 4-H Club.
- Email (siles@iastate.edu) or call 515-832-9597 to inform us before any purchase is made with a Charge Account.
- When making a purchase the Primary Volunteer Purchaser will need to say, “This is a charge for Hamilton County Extension Office”
 - Making a purchase at Webster City Hy-Vee will require the checking out of a Charge Card from the Hamilton County Extension Office. Please contact the office to set up a time to check out the Charge Card.
- After purchase is made a receipt will need to be turned into Hamilton County Extension Office within 72 Hours of purchase. A copy may be emailed (siles@iastate.edu), mailed, or dropped off.
- A Hamilton County 4-H Fund Request Form with two signatures (leader(s) and/or club treasurer) will need to be submitted within the billing cycle of the charge account purchase.
- **If a club is found to not be following the above guidelines.**
 - First Offense—A written warning will be sent to the Primary Volunteer Purchasers and a \$5 late fee will be deducted from club accounts for purchases made without documentation submitted.
 - Second Offense—Will lead to charge account privileges being revoked for a minimum of 6 months.
 - Third Offense—Will lead to charge account privileges being revoked for a minimum of a year.
 - Final Offense—Will lead to charge account privileges being permanently revoked.
- **Using an Amazon Purchase Order Request Form**
 - This is when Extension Staff would place an order on behalf of the 4-H Club on Amazon.
 - Fill out and submit the “Hamilton County 4-H Amazon Purchase Order Request Form”. A copy may be emailed (siles@iastate.edu), mailed, or dropped off.
 - Items ordered can be mailed to the office or a club leader.
 - Order will be placed within two business days of receiving the Amazon Purchase Order Request Form. Order confirmation email will be sent to email address listed on form.
 - Please note that shipping times vary for items found on Amazon and plan accordingly.
- **Shopping with a vendor not listed on the Charge Account or Approved Vendors lists**
 - Clubs will need to check with vendor on check processes
 - Example: vendor only takes check for exact amount or checks can be no bigger than \$_____.
 - Clubs will need to submit a Hamilton County 4-H Fund Request Form to have a check cut to either vendor or leader for amount needed.
 - If check is cut to vendor:
 - Check will be cut to vendor listed on the Hamilton County 4-H Fund Request Form for the listed amount. Check will then be sent to an identified Club leader or available for pick up at the Hamilton County Extension Office.
 - Clubs will make purchase at vendor using the check. Any change and the receipt will need to be turned into the Hamilton County Extension Office within 72 hours of the purchase.

- Change will then be redeposited in the club's line item in the Extension operating fund.
- If check is cut to club leader:
 - Check will be cut to the leader listed on the Hamilton County 4-H Fund Request Form for the listed amount. Check will then be sent to leader or available for pick up at the Hamilton County Extension Office.
 - Club leader will need to deposit or cash check to make purchase at desired vendor.
 - Any change and the receipt will need to be turned into the Hamilton County Extension Office within 72 hours of the purchase.
 - Change will then be redeposited in the club's line item in the Extension operating fund.
- If a purchase is over the amount listed on the check the club will have to write another Hamilton County 4-H Fund Request Form along with submitting the receipt, and updated signed minutes, if necessary, to reimburse the person who paid the difference.
- **Fundraising**
 - Club will fill out a "4-H Club Fundraising Request Form" to be submitted to the Hamilton County Extension Office. After the Request is approved by the Hamilton County Extension Council the Club can host the fundraiser.
 - Council meetings are held once a month. Clubs are encouraged to submit fundraising requests as early as possible.
 - If a Club needs start up cash for a fundraiser the club will need to fill out a "Hamilton County 4-H Fund Request Form" made out to "Availa Bank-Cash." After the check is cut Extension Staff can go to the bank to get the cash. A club leader can then communicate with the office a time to pick up the cash.
- **Cash Bag Usage**
 - Each club is provided with an empty cash bag to be used to securely hold funds whenever a club is collecting money.
 - The cash bag can be brought to the Hamilton County Extension Office during office hours or dropped in the secure Black Drop Box during non-office hours for deposit. All deposits need to be turned in with a completed "4-H Club Account Deposit Slip".
- **T-Shirt/Apparel Orders**
 - If purchasing items that will have the 4-H Clover printed on them, 4-H Clubs must work with an Iowa State University Trademark approved vendor. Contact the Extension Office for an approved vendor list.
 - For process on submitting for payment see above process that fits your vendors payment needs.

