

ISU Extension and Outreach Johnson County and 4-H Club – Partnership Agreement

This partnership agreement is made and entered into by and between ISU Extension and Outreach in Johnson County, hereinafter referred as EXTENSION and the _____ 4-H Club, hereinafter referred to as CLUB.

The purpose of this agreement is to develop a relationship/understanding between EXTENSION and CLUB to manage monetary funds raised by CLUB and deposited within the ISU Extension and Outreach Johnson County Operating Fund.

Note: *This is a living document that may need updates/revisions over time.*

From Fiscal Policy and Procedures of each Extension District

2.1 Public Funds

Public Funds, as defined in Iowa Code Chapter 12C.1, are those funds owned by a public entity such as a county extension district. This includes both tax and non-tax monies. All monies generated by users of the district entity are owned by the district, not the user, and are under the control of the local extension council.

All public funds are the legal responsibility of the extension council. Legal responsibility assigned by law cannot be transferred by extension council action.

All public funds have the same legal requirements for accounting, reporting, auditing, proper signatures, segregation of duties, publishing, bonding, investing and uniform financial accounting procedures.

EXTENSION recognizes and encourages CLUB to seek funding to support CLUB activities. Fundraising events/activities teach youth the value of teamwork, budgeting and fund management. These funds are raised using the 4-H name and emblem.

EXTENSION will:

1. Provide payment within the regular billing cycle, after being directed by the CLUB (Billing cycle is the third Tuesday of each month).
2. Provide CLUB a financial report on a monthly basis with cutoff date the last day of the month prior. (*Ex: Fiscal year report received on 12/19/18 will be for time period of 7/1/18-11/30/18*)
3. Receipt all revenue, make deposits to the bank per fiscal policy guidelines and post revenues to the CLUB account line.
4. When requested, EXTENSION will provide a W9 to any business from which CLUB purchases goods/services.
5. Apply tax-exempt status for sales tax when purchasing goods/services for CLUB.
6. Annually complete an audit of the EXTENSION operating fund.
7. With time permitting and prior communication be able to produce checks in support of time sensitive events/activities.
8. Provide a receipt to the CLUB representative when funds are turned in to EXTENSION for deposit.

9. Include all deposits and transactions on the EXTENSION monthly financial reports to be approved by the ISU Extension and Outreach Johnson County Council.
10. Use the EXTENSION credit card to support CLUB activities and make payment at the next billing cycle to cover the expense from the CLUB's account line.
11. Accept receipts by mail or electronic means such as e-mail. Must be an original, itemized receipt (physical receipt or photos/scan of receipt is acceptable as long as it is legible).
12. Not allow a CLUB balance to be negative.
13. In the event a CLUB disbands, the Extension Council and CLUB members will determine the use and/or dispersal of the CLUB funds.

CLUB will:

1. Request reimbursement or payment of expenses in a timely manner of billing cycle. Original receipts provided to EXTENSION. To expedite, photocopies may be e-mailed to Brittnee Schneider (bschn@iastate.edu) to start the payment process.
2. Deposit all funds raised by the CLUB at the Extension office to go into the EXTENSION operating fund using the 4-H Deposit Slip Form.
3. Provide an itemized list of funds to be receipted in by payee and/or member when turning over funds from multiple sources. (i.e. funds from a sales campaign, collected program fee payments, etc.)
4. For reimbursements/bills to be paid, CLUB will complete a Voucher Request form. This will identify who the check is made payable to and the purpose of the payment (i.e. food for meeting, CLUB activity)
5. CLUB will provide EXTENSION with receipts for all items purchased by check, cash and/or EXTENSION credit card with two signatures from leader(s) and/or CLUB treasurer on the receipt. This will be attached with the Voucher Request form.
6. Provide minutes approving a payment amount with two signatures (leader(s) and/or CLUB treasurer) on the minutes with Voucher Request form,
7. Mail/e-mail a receipt/minutes with appropriate signatures in a timely manner.
8. Monitor balances and will not spend the balance into a negative at any time.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

FOR: _____ 4-H CLUB

Date	Print Name	Signature	Title
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Date	Print Name	Signature	Title
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FOR: ISU Extension and Outreach Johnson County

Date	<u>Brittnee Schneider</u> Office Coordinator-Print Name	Office Coordinator-Signature	Title
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Date	<u>Scott Stutsman</u> Council Chair-Print Name	Council Chair-Signature	Title
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