

Deposit Slip

1. Volunteer or 4-H'ers brings in money to deposit into 4-H Club account.
2. Staff checks to see if they have a deposit form.
3. Staff review filled out deposit form to check for amount, club name, date, signatures.
4. Staff and Volunteer/4-H'er Count the money again.
5. Staff signs deposit slip
6. Staff makes two copies of deposit slip. Staff gives one copy plus a paper receipt to volunteer/4-H'er.
7. Staff gives money, original and other copy of deposit slip to Johanna
8. Johanna deposits money into club account

4-H Club Request for Purchase/Reimbursement

1. Volunteer or 4-H'er bring in (or emails to linnclubs@iastate.edu) Request for Purchase/Reimbursement form.
2. Staff reviews form to determine if all required documentation has been received. Itemized receipt, minutes, invoice, signatures etc.
3. Staff gives form to Johanna to review and process
4. Johanna reviews the form and asks any needed follow up questions of club leader
5. Johanna adds the form to Financial Folder to give to JD
6. JD Reviews Financial folder weekly
7. JD signs off on purchase/reimbursement requests
8. JD Gives Financial Folder to RaeAnn
9. RaeAnn reviews Financial folder weekly
10. RaeAnn asks any needed follow up questions
11. RaeAnn signs off on purchase/Reimbursement
12. RaeAnn give folder back to Johanna
13. Johanna processes the request and delegates purchases that need to be made.

Fundraiser Request Form

1. Volunteer or 4-H'er bring in (or emails to linnclubs@iastate.edu) Fundraiser Request Form.
2. Staff reviews to determine if all required areas are filled out for Pre-Event
3. Staff gives form to Johanna to review and file
4. Johanna reviews the form and adds it to Financial folder to give to JD
5. JD Reviews Financial folder weekly
6. JD initials on fundraiser request form.
7. JD Gives Financial Folder to RaeAnn
8. RaeAnn reviews Financial folder weekly
9. RaeAnn asks any needed follow up questions
10. RaeAnn signs off on Financial Request Form
11. RaeAnn give folder back to Johanna
12. Johanna follows up with club leader to inform them that their fundraiser has been approved – also will send cash box check out form, if needed

Cash Box – With Fundraiser

1. Staff and Volunteer or 4-H'er fill out Cash Box check out form
2. Staff reviews to determine how cash will be handled (transaction report, receipt book) and how much cash is needed
3. Staff gives form to Johanna to review and file
4. Johanna reviews the form and adds it to Financial folder to give to JD
5. JD Reviews Financial folder weekly
6. JD initials cash box form
7. JD Gives Financial Folder to RaeAnn
8. RaeAnn reviews Financial folder weekly
9. RaeAnn asks any needed follow up questions
10. RaeAnn signs off on cash box form
11. RaeAnn give folder back to Johanna
12. Johanna follows up with club leader to inform them when the cash can be checked out.

Transaction Report

1. Transaction report will be run on the first working day of the month.
2. Johanna will post in 4-H club CyBox and send email to leaders that it has been updated.
3. Leaders follow up with questions, if needed