

ISU Extension and Outreach Linn County and

_____ 4-H Club – Partnership Agreement

This partnership agreement is made and entered into by and between ISU Extension and Outreach in Linn 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 Linn 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.

LINN COUNTY EXTENSION :

- *Agrees to allow funds in each club account to be governed and managed by the respective club. Linn County Extension Council shall not use the 4-H Club funds for any other purpose than that which as authorized by the respective club, except in the event of the event of the club's disbandment.*
- Will provide payment within the regular billing cycle (Purchase/Reimbursement Schedule) after being directed by the CLUB (Billing cycle is 2 times each month).
- Will Provide CLUB a financial report on a monthly basis with cutoff date the last day of the month; reports to be sent the first week of each calendar month.
- Will Receipt all revenue, make deposits to the bank per fiscal policy guidelines and post revenues to the CLUB account line.
- Will When requested provide a W9 to any business from which CLUB purchases goods/services.
- Will Apply tax-exempt status for sales tax when purchasing goods/services for CLUB.
- Will Annually complete an audit of the EXTENSION operating fund.

- With time permitting and prior communication, will be able to produce checks in support of time sensitive events/activities. (see Purchase/Reimbursement Schedule)
- Will Provide a receipt to the CLUB representative when funds are turned over to EXTENSION for deposit.
- Will Include all checks and deposits on the EXTENSION monthly financial reports to be approved by the ISU Extension and Outreach Linn County Council.
- Will 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.
- Will Accept photos/scans of receipts sent by electronic means such as email and/or text.
- Will Not allow a CLUB balance to be negative.
- *In the event a CLUB disbands, the use or disposal of the club funds will go to the Linn County Youth Programs committee.*

4-H CLUB will:

- *Request approval to raise funds using the proper forms provided by the Extension office.*
- *Provide a budget of revenue and expenses for the following fiscal year within timelines communicated by the office.*
- Request reimbursement or payment of expenses according to the provided Purchase/Reimbursement Schedule; original itemized receipts to be provided. To expedite, legible photocopies may be emailed.
- Identify who the check is made payable to and the purpose of the payment (i.e. food for meeting, CLUB activity)
- Provide Extension with itemized 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.
- Provide minutes approving a payment amount with two signatures (leader(s) and/or CLUB treasurer) on the minutes *for expenses not included in the approved budget*.
- Email a receipt/minutes with appropriate signatures in a timely manner.
- Monitor balances and will not spend the balance into a negative at any time.
- Provide an itemized list of funds to be receipted by payee and/or member when turning over funds from multiple sources. (i.e. funds from a sales campaign, collected program fee payments)
- *Deliver all funds raised by the club for proper deposit to the 4-H club operating account.*
- *In the event a club disbands, the use or disposal of the club funds will go to the Linn County Youth Programs committee.*
- *Follow Linn County Extension Fiscal policies when managing 4-H club funds and/or cash.*

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

FOR: _____ 4-H CLUB

DATE: _____
Name and Title

DATE: _____
Name and Title

FOR: ISU Extension and Outreach Linn County

DATE: _____
Council Chair