

Iowa State University Extension and Outreach, Polk County 4-H Club Account Transition Process Polk County 4-H Club Account Transition Guide

Please complete the information requested below and submit the required documents to officially transfer your 4-H Club's account(s) to the Polk County Extension office. We will be your club's bank and are dedicated to making this transition and service as smooth as possible. Please contact Paul Gibbins, pgibbins@iastate.edu 515.957.5777, with any questions you have.

Step 1 – Gather the following forms and documents

1. Polk County 4-H Club Account Transition Guide (this document)
2. Polk County 4-H Club and County Partnership Agreement
3. Final bank statements from all club account(s)
4. Polk County 4-H Club Deposit Form
5. Polk County 4-H Fund Transition FAQ (informational)

Step 2 – Review, sign and submit the Polk County 4-H Club and County Partnership Agreement with this form.

Step 3 – Club Information, Leader Contacts, Club Treasurer Contact
(1 leader required, if more than 3 please share information in comment section)

A. Club Name: _____

B. Club Leader 1 Name: _____ Phone Number: _____

Street Address: _____ City: _____ Zip: _____

Email Address: _____

Delivery method for monthly financial statement (Check one box)

- Email (preferred) U.S. Mail

Club Leader 2 Name: _____ Phone Number: _____

Street Address: _____ City: _____ Zip: _____

Email Address: _____

Delivery method for monthly financial statement (Check one box)

- Email (preferred) U.S. Mail

Club Leader 3 Name: _____ Phone Number: _____

Street Address: _____ City: _____ Zip: _____

Email Address: _____

Delivery method for monthly financial statement (Check one box)

- Email (preferred) U.S. Mail

C. Club Treasurer Name: _____ Phone Number: _____

Street Address: _____ City: _____ Zip: _____

Email Address: _____

Delivery method for monthly financial statement (Check one box)

- Email (preferred) U.S. Mail

D. Club Information Comment Section:

Step 4 – Final Bank Statements

Include the final bank statement from all accounts used by your club. This statement should indicate that the account has been closed and the amount of funds withdrawn from the account.

Step 5 – First Deposit Form

A deposit form needs to be submitted with the amount of funds being deposited matching the amount of funds indicated in bank statements. Any checks must be payable to ISU Extension Polk County. Your club will be assigned a club account number once this form is processed, so that spot on this form will be blank this time.

Step 6 – Documentation Submission

All the following documents need to be submitted at the same time at the Extension office in Altoona so that the Polk County staff can begin the process to set up your club account. If the office hours of 8-5 M-F will not work for you, please contact Paul Gibbins, pgibbins@iastate.edu or 515.957.5777. He will gladly make arrangements to better accommodate your scheduling needs.

1. Polk County 4-H Club Account Transition Guide (this document)
2. Polk County 4-H Club and County Partnership Agreement, signed
3. Final bank statements from all club accounts
4. Polk County 4-H Club Deposit Form with funds to be deposited

Step 7 – Processing of Documentation (Polk County Extension staff responsibility)

- Staff will count your deposit in your presence to ensure transparency and accuracy.
- Upon your request, staff will provide copies of submitted documents when you submit them.
- Once your form is processed your club will be assigned a club account number and staff will share that number with you using the reporting method indicated on this form.
- Once the Polk County Extension Council Chair has signed your club's partnership agreement a fully signed copy will be shared using the reporting method indicated on this form.

Questions about this process should be directed to Paul Gibbins, pgibbins@iastate.edu or 515.957.5777. Please do not hesitate to reach out. This is a new process for all of us and your staff at the Polk County Extension office is dedicated to making this as smooth as possible for you.

4-H CLUB DEPOSIT FORM

ISU Polk County Agricultural Extension District

(S: Forms/Finance) Created 10/2018

DEPOSIT FORM

Club Name (please print) _____

Club Mailing Address _____

Your Name (please print) _____

**** Note!** All checks must be written to *ISU Polk County Extension* or the bank will not accept & check(s) will be returned to you.

* Use this form only for money to be deposited into bank * Attach funds to this form (use envelope if you have coins)

SOURCE OF FUNDS (list all that apply to this deposit)

CHECK(S) Total Amount \$ _____ **Club Account Number** 4712-0-8-000 - ____ -2

CURRENCY Total Amount \$ _____

COIN Total Amount \$ _____ **Total All Funds** \$ _____

Check Number or Cash	Received From	Amount
	Note: Attach additional list if needed Total →	\$

2 Signatures Required (unrelated individuals)

Club Leader Signature: _____ Date: _____

4-H Club Treasurer Signature: _____ Date: _____

Club Co-Leader OR
Clover Kids Parent/Guardian Signature: _____ Date: _____

Mail or drop off deposits to:
ISU Polk County Extension
1625 Adventureland Drive, Suite A
Altoona, IA 50009

Office Hours: M-F 8:00 a.m. - 5:00 p.m. Office Phone: 515-957-5760

For internal Use Only
Authorized Signature: _____ Date: _____

ISU Extension and Outreach Polk County and _____ 4-H Club/Clover Kids Club Partnership Agreement

This partnership agreement is made and entered into by and between ISU Extension and Outreach Polk 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 Polk 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 the 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 and therefore are subject to EXTENSION district fiscal policy.

EXTENSION will:

- Provide payment/reimbursement within the regular billing cycle after being directed by the CLUB (EXTENSION billing cycle is bi-weekly).
- Provide CLUB a financial report on a monthly basis with cutoff date the last day of the month; reports to be sent electronically the first week of each month.
- Receipt all revenue, make deposits to the bank per fiscal policy guidelines and post revenues to the CLUB account line.

- When requested, provide a W9 to any business from which CLUB purchases goods/services to extend the tax-exempt status for sales tax when purchasing goods/services for CLUB.
- Annually complete an audit of the EXTENSION operating fund.
- Online and advance purchases can be coordinated through EXTENSION. Advanced purchases for time-sensitive events or activities will require at least 2 weeks proper notice.
- Provide a receipt to the CLUB representative when funds are turned over to EXTENSION for deposit.
- Include all checks and deposits on the EXTENSION monthly financial reports to be approved by the ISU Extension and Outreach Polk County Council.
- Accept photos/scans of receipts sent by electronic means such as email.
- Not allow a CLUB balance to be negative.
- In the event a CLUB is not current with the monthly submission of meeting minutes, EXTENSION may pause processing CLUB financial requests until the minutes are submitted.
- 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:

- Request reimbursement or payment of expenses must be received in EXTENSION by 5 PM the Thursday before the bi-weekly billing cycle; original receipts are preferred but photocopies are acceptable and may be emailed to polk4Hclubs@iastate.edu, faxed to 515.967.6164, or mailed to the office (1625 Adventureland Dr, Ste A, Altoona, IA 50009).
- Identify who the check is made payable to and the purpose of the payment (i.e. food for meeting, CLUB activity)
- Provide EXTENSION with a completed finance claim with receipts for all items purchased. All claim forms will require two signatures from unrelated individuals.
 - 4-H club forms will require the first signature from a leader and the second signature from either the club treasurer or another leader.
 - Clover Kids club forms will require the first signature from a leader and the second signature from either another leader or a parent/guardian of a member.
- Approve the previous month's financial statement provided by EXTENSION either by email to polk4Hclubs@iastate.edu, faxed to 515.967.6164, or mailed to the office (1625 Adventureland Dr, Ste A, Altoona, IA 50009).
 - 4-H clubs are to provide minutes indicating approval of financial reports monthly. Typed minutes are preferred, but handwritten ones, if legible, are acceptable as well.
 - Clover Kids clubs are to have a leader indicate approval of financial reports monthly.
- Monitor balances and will not spend the balance into a negative at any time.
- Provide EXTENSION with a completed deposit form which will include 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)
 - 4-H club forms will require the first signature from a leader and the second signature from either the club treasurer or another leader.
 - Clover Kids club forms will require the first signature from a leader and the second signature from either another leader or a parent/guardian of a member.
- Deposit all funds raised by the CLUB in the EXTENSION operating fund.

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

FOR: _____ 4-H CLUB or CLOVER KIDS CLUB

DATE: _____
Name and Title

DATE: _____
Name and Title

FOR: ISU Extension and Outreach Polk County

DATE: _____
Council Chair