



4-H Financial Management News

CALGARY 4-H REGION

Inside this newsletter:

Even if you are not the 4-H treasurer, you will find this newsletter informative and useful for your own personal financial management.

Congratulations for taking on the role of 4-H club treasurer. Of all the positions you can accept, treasurer is the one in which the skills you learn will help you throughout your day to day life. Being the 4-H treasurer also comes with many responsibilities and this newsletter will provide you with many of the tips and tricks that will help you to have a successful 4-H year.

Fundraising—Best Practices

Fundraising is an important part of many 4-H clubs' ability to function and often the club relies on the community for support.

Getting community "buy in" for your event is important and there are ways that you can build support and other ways to break it down.

Here are some "best practice" suggestions to ensure that your community is on side for the event...

1) If you are putting up signs, be sure to put a contact name and number on the sign so that if anyone has questions or concerns, they have someone to contact.

2) Explain why you are doing this fundraiser. Is this for general club operations or is there a specific reason for this

fundraising? For example "We are raising funds for an exchange with 4-H members from Picton, NS."

3) Get permission to post the signs. If you are unsure, get written permission. Do not put on community mail boxes, they are the property of Canada Post and it is illegal to do so.

4) Be aware of other groups in the community that may be doing something similar. If there may be an overlap for community support, perhaps the club could come up with another idea to prevent unnecessary competition for the same fundraising event?

5) After the event is over, be sure to thank the community for their support. Often club reporters include something in their article or the club may choose to take out a small ad

Attention all 4-H Club Executive...

Be sure to check out this

link: <http://www.4h.ab.ca/resources/meetings/Main.html> to find all

the tools you need for

"Great Meetings, Great Clubs and the Tools to Get You There"

THANK YOU to Kelly McMullen, Calgary Regional 4-H Council Treasurer, for helping to put this newsletter together!!!!

in the local paper to thank the community.

The 4-H club is the member's club, not the parents or leaders, it is important that you take on the roles of President, VP, Secretary, Treasurer, etc. Ask your leaders and parents for help and then learn all about your role so you can "be all you can be".



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CANADA
4-H Alberta

_____ 4-H Club

Cheque Requisition



CANADA
4-H Alberta

Cheque Issued to: _____

Address: _____

Event or Function:

Expenditures (list all and attach all receipts)

Date	Receipt Name	Description	Amount
Example: March 7, 2016	Safeway	Misc food supplies for communications competition	37.59

TOTAL AMOUNT DUE:

Do not write below this line

Bank Account Name: _____ Cheque No: _____

Total Amount Due: _____

Date Issued: _____

Cheque Issued by: _____ (Signatures)

As club treasurer you have been voted in by your peers as that person who is responsible for managing the club's funds for the year. Your fellow 4-H members have empowered you to take on this job. If someone (adult or member) asks you to write them a cheque for something, you, as treasurer, have the right to ask for certain requirements before issuing that cheque. You should never feel you need to rush through this process. Below is a checklist of things you need before a cheque is issued. If the adult doesn't have the requirements then you can ask that they provide them first. Providing a copy of the cheque requisition form on the facing page would help them gather the required information.

The Treasurer's Toolbox

Treasurer's Checklist

Before you as a treasurer issue any cheque, here is what you need...

ALL receipts/invoices
Only issue a cheque to the person if the invoice has been paid. If the invoice has not been paid, issue the cheque directly to the company/vendor providing the service/product
Made out to the person getting the cheque with a correct date
Ensure correct addition if there are multiple receipts
Ensure the receipt is a "till" tape, not a debit or credit card receipt or an activation for a gift card
Reason for purchase is "legitimate" and approved
Readable
If the cheque is not part of the approved budget at the start of the year, ensure the club has made a motion to issue a cheque
Full name and address of the person you are issuing the cheque to
Ensure 2 signatures on the cheque

Many of the tools you need to do a great job as 4-H Treasurer are a mouse click away.

When you go to this link: <http://www.4h.ab.ca/resources/meetings/>

[Main.html](http://www.4h.ab.ca/resources/meetings/Main.html)

a whole tutorial will open up for you. There are videos that address:

- ◇ General meeting skills
- ◇ Motions and Voting
- ◇ The Ins and Outs of a meeting
- ◇ The Rest of the Story

On the left hand side of the screen you will find two tabs, one is the glossary and the other is the **TOOLBOX**. Click on the **TOOLBOX** tab and a large list of files open up to you. Even more important for you as a Treasurer, there is a **NEXT** icon at the bottom of the list, when you click on it, under **additional resources**, you will find as the last bullet all the spreadsheets and worksheets you need to do your job as Treasurer.



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"I gave my first Treasurer's Report at our condo board meeting tonight but I only pretended to know what I was talking about. Fortunately, the board was only pretending to listen."

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Handling Cash

Completing and providing receipts for cash is very important for the paper trail and accurate club records. It is best to use a duplicate receipt which you can find at an office supply store or even most dollar stores have duplicate cash receipt books **as well**.

The most important information to record on a cash receipt is the **date, who the cash is received from, the amount and what the money is to be applied to**. Once you have completed the receipt, give the top copy to the person you received the money from and staple the duplicate receipt to the deposit receipt when the money is deposited.

<h1>Cash Receipt</h1>		Date: <u>March 3/16</u>
		Total Amount: <u>\$150.00</u>
Received From: <u>J. White</u>		
For:	<u>club registration fees X2</u>	Amount <u>\$110.00</u>
	<u>district curling fees X2</u>	Amount <u>\$10.00</u>
	<u>donation to the club</u>	Amount <u>\$30.00</u>
Received By: <u>Joe Grey</u>		

NSF Cheques

An NSF cheque is a banking term which means that there were “Non-Sufficient Funds” in the account from which the cheque had been written from. If you deposit a cheque that is returned to you “NSF” that means that the club is short those funds until the monies are paid. There is an extra fee associated with the NSF cheque and that is usually the responsibility of the person or party who issued the cheque in the first place. If you are notified that you have deposited an NSF cheque, tell your leader right away so that they can notify the person or party and have the funds, plus the NSF cheque fee reimbursed **to the club**.

It is important to keep track of the amount of funds in the club’s account at all times to avoid writing an NSF cheque and then the club having to cover the extra costs.

Making a Deposit

Stale Dated Cheques

After six months a cheque is considered "stale dated" and can no longer be deposited in the club's account. It is very important that you make deposits as regularly as possible to avoid this situation. If you discover a cheque that was written to the club over six months ago, you need to contact the person or party who issued the cheque and ask for a new one.

CHEQUES	
PARTICULARS	AMOUNT
C. Brown	120 -
2 reg'n fees + 2 curling	
B. Grey	
1 reg'n fee	55 -
T. White	
3 reg'n fees + 2 curling	175 -
D. Green	
1 curling + \$100 donation	105 -
G. Black	
1 reg'n fee + 1 curling	60 -
R. Black	
2 reg'n fees	110 -
TOTAL CHEQUES	625 -

MASTERCARD	
TOTAL MASTERCARD	

CASH	
8 X \$ 5	40 -
1 X \$ 10	10 -
5 X \$ 20	100 -
X \$ 50	
X \$ 100	
X \$ 1 COIN	
X \$ 2 COIN	
LOOSE COIN	
ROLLED COIN	
TOTAL CANADIAN CASH	150 -
TOTAL U.S. CASH	

TOTAL CASH	150 -
TOTAL U.S. EXCHANGE	
TOTAL CHEQUES	625 -
TOTAL MASTERCARD	
NET DEPOSIT	775 -

TELLER'S INITIAL	DEPOSITED BY
	AG

When families write cheques to the 4-H club, many times one cheque is written for multiple items. For example the Brown family may owe the club for membership dues and two of the family members attended the district curling which is not paid for by the club. The more information you can add to the deposit receipt, the more accurate your accounting records will be. Above is an example of a deposit receipt with enough information to complete accounting records later. The cash receipt for \$150 from the J. White family could be stapled to the deposit receipt to show that transaction (as discussed on the previous page)

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Issuing Cheques

Withdrawals from a club's chequing account should be with cheques. Some clubs have or have been offered the opportunity to have a bank card. While this is handy for checking the account online, it is **NOT** a good practice to use a bank card to pay for items or to withdraw cash. A bank card is fine for your personal use but a 4-H club's account is supposed to have two signing authorities and a bank card allows transactions to occur without this stipulation. Even if you are offered the service, be very careful how it is used.

Take your time—if a parent or leader in the club has handed you a receipt at a club meeting and asked you to reimburse them, the form on page two or the list on page three needs to be checked before you issue a cheque. As the treasurer, you have the right to ask some questions and be provided with enough information to ensure that the cheque you are writing is accurate and legitimate.

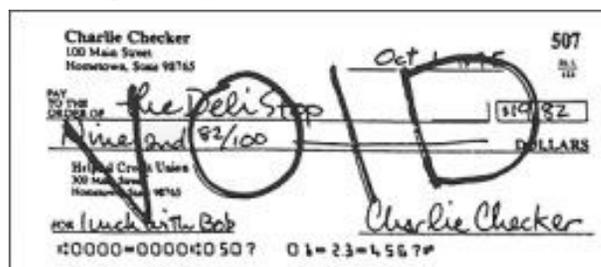
Don't sign blank cheques—it is not a good practice to sign blank cheques. As one of the signing authorities, you need to know what is being written and to whom. It is best to allow enough time before and/or after a meeting to do the financial business and allow both signing authorities to be there at the same time to oversee the process. While this may be considered a hassle, it gives the members experience in teamwork and provides that extra check and balance.

Has the expense been approved by the club membership? - Expenses paid through cheques issued by the club need to have been either in the club's budget at the beginning of the 4-H club year or prior to the event or the expense approved at a club meeting with a motion.

Changing or VOIDing a Cheque

Sometimes cheques are written that can be corrected without too much change. With the new year fast approaching, often cheques are written with the previous year in the date which would "stale date" the cheque right away. If you write the wrong year in the space, put a strike through the year and then the two signing authorities need to initial above the mistake.

If the date and who the cheque is issued to and the amount is wrong, it may be best to start over. In that case, write VOID in bold dark letters across the cheque and make note of the voided cheque in the cheque register or wherever you are keeping track of the cheques. It would also be good to keep the cheque in the cheque book so it is not misplaced.



Post Dating Cheques

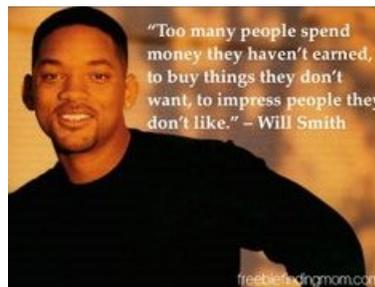
Sometimes you may need to write a cheque that will be deposited in the future. It is perfectly acceptable to do that, it would be a good practice to highlight the date with a highlighter just to make everyone aware of the date.

Let's "Learn to Do By Doing"

	Date _____ - _____ - _____ 1001 YYYY MM DD
PAY to _____ \$ _____ the order of _____	
_____ Dollars	
Re _____	Per _____ Per _____
000123 45678 910 1112131415	

Crafty U	
123 Springvalley Way	
Springvalley, AB	
123.456.7899	
Craft Supplies	
Googly eyes	1.89 G
Glue	3.68 G
Pompoms	2.46 G
Colored Paper	5.57 G
Felt Pens	3.98 G
Wool yarn	12.99 G
Total	30.57
GST	1.53
Grand Total	32.10

Pat Brown, the club leader, purchased some supplies at the local craft store CRAFTY U. At the same time, she also bought something for herself so those expenses she would like to be reimbursed for from the club are in blue on the receipt below. Please write a cheque to the leader...



See the last page for the answer to the above scenario.

DON'T FORGET...

Here is where you will find all the tools you need to have a successful 4-H meeting...

<http://www.4h.ab.ca/resources/meetings/Main.html>



Double Entry Record Keeping Systems

As the name implies, the double entry system involves recording each transaction in two places. This provides a way for you to check for accuracy. This system also gives you the opportunity to combine similar types of transactions under account headings (columns). In doing so, your Treasurer's Monthly Report is more or less completed, just by diligently keeping track of the club's account records.

At first learning how to use the double entry system will require a bit more time and effort, but in the long run (or, over the course of your club year!), because this system records the club's chequing, savings and petty cash account, and keeps track of all of the club's income and expenses in one journal, using a double ledger to record your club's finances will ultimately end up saving you time.

When you pass these records onto the following year's Treasurer, your well-maintained records will make that person's life easier as well.

Some notes to consider when you are setting up a double entry system:

- Any committee that spends or receives money will need a column (e.g.: donations or Award Night).
- Columns should be set up to match your budget (if you have allocated money to club shirts, or promotional items then there should be a column made in the ledger to reflect this expenditure).

Tallying Up the Ins & Outs

"A business that makes nothing but money is a poor business." Henry Ford

The same could be said for a not-for-profit organization. Every 4-H club needs money in order to operate; the amount depends. Does the club have to pay for the rental of meeting space? How elaborate do the year end awards get? Fundraising can be a wonderful opportunity for a club to rally together for a common purpose but if just for the purpose of raising money does everyone have the same "buy in"?

Tallying up the amount of "outs - expenses" will help determine the amount of "ins - income" required to function for the year. Developing a budget helps to determine what the expenses will likely be unless the club plans to operate very differently than

previous years.

It's important to remember that the 4-H entity is a not-for-profit organization which means that any surplus revenues are used to achieve the goals of the organization, not to be distributed as profit to the membership. Some 4-H clubs, councils, committees, etc have substantial bank accounts. While there is nothing wrong with having a "cushion" to operate with, too much money in the account can cause rifts in the group when values and philosophies differ. We have all heard many sayings about money and how it brings out the worst in people. If the organization doesn't have large sums of money to have to fight over, the chances for conflict are reduced.

There is an additional "ins" and "outs" column to tally up when considering

the need for fundraising and that is the human side. Is there someone who can oversee the event? Are there enough people willing and able to help with the determined fundraiser? Is there a specific target audience that has been identified and is someone in charge of marketing the event to that target audience? Are there enough people for the set up and operation of the event? Is everyone "on side" with the event?

A successful fundraising event includes the club determining a budget and having an understanding of the goals or direction of the group. It takes people who are willing and able to make the commitment to carry out the jobs involved and at the end of the event it is important to thank those involved in making the event happen as well as the community who participated.

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The Monthly Treasurer's Report

A Treasurer's report should be presented to the club at each business meeting. Here are some of the things that should be included in your report:

- * **Opening club bank balance** since the last Treasurer's Report (this is the same as the closing balance from the treasurer's report from the previous meeting).
- * Any **income** received, where the income came from and how much it was.
- * **Expenses paid** since the last Treasurer's Report. Depending upon how many expenses were paid, the Treasurer can itemize the expenses as well. If the expenses were for one event, the Treasurer may report the total expenses rather than stating every expense to the group. Be prepared, however, to answer any questions from the club regarding each individual expense.
- * Any **outstanding deposits or expenses** not otherwise accounted for.
- * **Closing bank balance** after income received and expenses paid are taken off bank account.
- * Some clubs ask the Treasurer to report any outstanding income or expenses that the Treasurer knows about but has not yet received or paid.

4-H Club - Monthly Financial Statement

Club Name: Super Multi 4-H Club		Month - Year October-10
Balance Forward:	Balance Forward (this is your "balance ending" from the previous month).	\$ 100.00
Income:		
Description		Amount
Club Sponsorship		120.00
Battery Recycling		90.00
Total Income for Month		\$ 210.00
Expenses:		
Description		Amount
Office Supplies		30.00
Hall Rental		60.00
Advertisements		32.00
Total Expenses for Month		\$ 122.00
Balance Ending:		\$ 188.00
<i>(Balance Forward + Total Income) - Total Month's Expenses = Bank Balance</i>		
Comments:		This is space for you to record reasons for any outstanding income (and when it is needing a motion because that expense is not in the budget).

Pay attention to the start and end date of the club's bank statements. Some bank accounts start at the beginning of the month and go to the end, others start mid month and go to mid month of the next. So if you are preparing a financial statement for the month ending _____, you may have to calculate accordingly.



Reconciling the Bank Statement

If you don't reconcile your bank statement to the cheques you have written and income you've received, you could be caught short-handed if someone holds on to a cheque until the very last minute or you don't account for bank fees that are automatically taken out of the account.

The bank will send you a "statement" once a month along with a copy of your cancelled cheques. The statement starts off with the balance -- the amount of money in the account -- at the end of the previous month and then there will be a list of "entries" each of which represent either a credit (money put in) or a debit (money taken out), including the bank's service charges, if any.

You should "reconcile" the statement with your own records. Reconcile means using the bank statement and subtracting from the final balance any cheques you have written that have not cleared (presented to the bank for payment yet) and adding any deposits you have made that do not show on the bank statement. They will likely be in the next statement, so don't forget that they are coming. You should reconcile your bank account as soon as you get the statement—you only have 30 days to dispute any issues you may find.

If there's any problem and the bank records still don't agree with yours after you've made a careful check, ask about it right away so the mystery can be solved. Banks don't usually make mistakes, but it can happen. In any event the bank will certainly want to settle the problem to your satisfaction. After you finish the reconciliation put the bank statement together with the cancelled cheques and file them away for future reference..

At the end of the year, please don't throw out the club's financial records. Like any business those records should be kept for a specified period of time—usually 7 years. Depending on how much “stuff” you have to pass on, put it in a box and pass it to the leader who can give it to the new treasurer when your term is complete.

Do you prefer to manage the club's records on paper? There is a paper copy of the Treasurer's Record Book in the **Toolbox** at: <http://www.4h.ab.ca/resources/meetings/Main.html>

Creating a Club Budget

At the start of the year it is good practice for the club executive and leadership to sit down with the club financial records for the previous year and determine a budget for the upcoming year. This allows the opportunity to set reasonable goals for the 4-H year. In addition, when the budget is passed, each time a club treasurer needs to write a cheque for a certain item that is listed in the budget, a motion is not needed so long as the cost does not exceed the budgeted amount. A budget must be approved at a meeting.

Estimated Income		Estimated Expenditures	
Cash in bank at beginning of the year	\$75.00	Rental of Meeting Room	\$30.00
Club Dues	\$100.00	Purchase of New Equipment for Club Use	\$35.00
Prize Money (eg. Best Float in the parade.)	\$50.00	Postage and Club Stationary	\$15.00
Donations	\$40.00	Donations to Service Organizations (eg: Unicef, Heart Fund).	\$50.00
Profit from Club Events	\$400.00	Regional and District Council Fees	\$75.00
Miscellaneous	\$50.00	Expenses for Achievement Day	\$55.00
		Tour	\$105.00
		Miscellaneous	\$100.00
Total Estimated Income	\$715.00	Total Estimated Expenditures	\$465.00

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Steps to Reconcile the Bank Statement

The purpose of reconciling your accounting register (or chequebook) to the bank statement is to ensure that your records and the bank's records match. Your accounting register should already be up-to-date with the deposits you have made and the cheques that have been written. There may be some items on your statement that you may need to add to your accounting register and some items you may need to subtract.

Reconciling is two parts.

1. Updating your accounting register

- record in your accounting register any direct deposits, transfers and interest appearing on the bank statement (these will be added) - ensuring they are put into the correct categories as per the double entry bookkeeping system
- record in your accounting register any service charges on the bank statement (these will be subtracted), again ensuring the charges are put into the correct category
- check off, in your accounting register the cheques and deposits that you can see appearing on the bank statement - items that have "cleared" - note this will now also include any direct deposits and transfers since you have now entered them in your accounting register in the appropriate category

2. Reconciling your accounting register with the bank statement

- list all the cheques that have not been "checked off" in your accounting register on the Outstanding Cheque List and add them up (these cheques have not been presented to the bank yet to clear your account), it is also a good idea to list any VOIDED cheques on the reconciliation for the month the cheque was "written" and VOIDED, so there is a record of it

Balancing procedure is simply following the steps in the chart

Balancing Procedure

List Cheques Outstanding—not cleared through the account yet

Cheque No.	Amount	
TOTAL	\$	

1	Enter the bank statement's end balance		
2	Add Deposits recorded in your records but not shown on the statement	+	
3	Total (1 and 2 above)	=	
4	Subtract TOTAL cheques outstanding from table to the left	-	
	Balance – this should equal your chequebook balance	=	

If your Statement does not balance:

- Review the above steps for recording or arithmetic errors.
- Make sure that all withdrawals and deposits listed on your statement are recorded in your chequebook
- Review the addition and subtraction of entries in your chequebook since you last balanced your statement.
- If there are any errors on your statement, please notify your branch immediately.

4-H Club Executive Responsibilities

President

- * After talking with other club officers and the club leader, prepare and distribute an agenda before each meeting.
- * Chair your club's business meetings.
- * With the Secretary, sit at the front of the room, facing the members.
- * Call the meeting to order on time, and limit the length of the meeting.
- * Understand and use proper parliamentary procedure in meetings and during elections.
- * Maintain order in the meetings; keep the business moving along and the discussions on topic.
- * Give all the necessary factual information before discussion occurs
- * Stand when speaking.
- * Assign the floor to one speaker at a time.
- * Encourage the participation of all 4-H members.
- * Turn the chair over to another member before taking part in a discussion.
- * State every motion before a vote is taken and announce the results.
- * Some clubs only allow the President to vote if there is a tie that needs breaking. Clarify this point with your General Leader.
- * Announce the results of the vote.
- * Sign the minutes after they have been adopted.
- * Co-sign all cheques if you are one of the designates.
- * Provide leadership to other officers and 4-H members.
- * Be a spokesperson for your club.
- * Know the roles of all of the officers in your club.
- * Be familiar with the club bylaws or constitution.
- * Assist in the preparing of the club's program plan and budget.

Vice President

- * Chair the club's business meetings if the President is absent.
- * Assist the President and other officers in preparing meeting agendas.
- * Understand and use proper parliamentary procedure in meetings.
- * Encourage the participation of 4-H members.
- * Provide leadership to other officers and 4-H members.
- * Know the roles of other officers in your club.
- * Assume the Presidents role and responsibilities if the President leaves the club.
- * Assist with the development of club program plan and budget, if appropriate.
- * Be familiar with club bylaws/constitution

Secretary

- * Sit at the front of the room with the President, facing the members.
- * Assist the President and other officers in preparing meeting agendas.
- * Keep a list of the members, call the roll, and record attendance at each meeting.
- * Read the minutes of the previous meeting.
- * Receive, read and answer all Club correspondence as directed by the President and members.
- * Record the minutes of each meeting.
- * Bring all correspondence, minutes and related records to each meeting in case these need to be referred to throughout the meeting.
- * Call the meeting to order and preside until the election of a temporary chairperson, if the President and Vice-President are both absent.
- * Use bold titles, bullets and spacing to organize minutes and make them more readable.
 - Minutes Should Contain The Following: □
 - ◆ Name of club, committee or organization □
 - ◆ Date, place and type of meeting. □
 - ◆ Time of the call to order. □
 - ◆ Number of officers, members and guests present. □
- ◆ Motion that the minutes of the last meeting were read and adopted. □
- ◆ Statement of correspondence read and action taken. □
- ◆ All motions with the names of the mover and seconder and the final decision of the group. □
- ◆ Name of mover and seconder of reports. □
- ◆ Results of elections and names of committee members. □
- ◆ Notes on discussions that may be useful in the future. □
- ◆ Brief summary of program activities. □
- ◆ Action Plan noting the date of the meeting, the item discussed, the action taken/to be taken, who it was assigned to, and the deadline.
Example: Oct. 13/05 December Fun Activity
Action: Book the ski hill and rental equipment,
Responsible: Social committee (John M. chair)
Deadline: Details to be shared at November meeting
- * Time of adjournment.

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Purchasing 4-H Club Assets (Article 32 of 4-H Alberta's Leading the Way)

Thinking of buying something for your club to use? There are a few things your club should consider before you make the purchase and few things that should be done after the purchase has been made.

Before making a decision to purchase a physical asset you should decide how you are going to pay for it. Will you have to raise money to purchase the item? Does your club have enough money to purchase it already? If there is enough money in the account to purchase the item now, before you make the final decision to purchase you should ask these questions: □

- Why does the club have this money? □
- What was the money initially raised for and have those obligations been met? □
- Did a sponsor supply funding for a specific reason? It is imperative that the funds are used for that reason only if that is the case. □ If fees are charged for a specific reason then expenditures should match the fees charged.

If your club decides to go ahead with the purchase, then a motion should be made that the item be purchased. This motion should include the maximum amount of money to be paid, and if you have had a committee investigate availability and costs, then the motion should include where the item will be purchased.

If your club decides to purchase items for club use or has already purchased items, then there are a few more things that should be considered: □

- Where will the items be stored? □
- Should the club pay an annual fee for that storage if it is stored at a private residence? □
- Do you have adequate insurance coverage for the items?
- Who is responsible for that insurance? (Check with the 4-H Foundation for their recommendations)
- If the club disbands/folds/ or splits what happens to the assets? How are they dispersed of properly and fairly? □
- Who will set the annual worth of the property? A list of assets should be recorded in the club's financial records every year so the club knows the value of the property. The inventory of Club Assets is in the Treasurers' Record Book on page 26. Be sure to include all of the assets for the club and any associated projects. □
- Will you depreciate the items each year? □
- How will you dispose of items if the club no longer needs them? Do you sell them at auction, donate them somewhere, or dispose of them in some other way? □
- Who can use the equipment? If the club is not using it can an individual use the item? If so, do they need to be associated with the club and how? Are the conditions around using the equipment (eg. pickup and delivery) □
- What happens if the item is damaged, or needs repair?

Clubs should make these decisions together. These decisions should not be made by one person and once they have been made they should be incorporated in to the club constitution or by-laws.

We're on the web...
www.4h.ab.ca



“Learn to do by Doing”

CALGARY 4-H REGION

CANADA
4-H Alberta

BIG GOALS

When the club is fundraising for a “big ticket item”, be sure to have the goal indicated in the minutes. If the club membership/leadership ever completely changed, then at least the club can go back in the minutes and find out what the money was being raised for.

Answer to page 7		1001
	Date <u>2016-01-31</u>	
	YYYY MM DD	
PAY to <u>Pat Brown</u>	\$ <u>18.46</u>	
the order of		
<u>---eighteen-----</u>	<u>46</u> Dollars	
	Per _____ signature _____	
Re <u>\$17.58 plus GST \$0.88= \$18.46</u>	Per _____ signature _____	
000123 45678 910 1112131415		

What Are You Fundraising For?

The club is up and going for another year and now that elections and other start up items are crossed off the agenda, fund raising is the topic that the club turns to next. How much does the club need to fund this year? What do the members want to do? How much time do families have to devote to fund raising? What will produce the most cash for the time allotted? ... There is another critical question that a club needs to ask... What is the club going to do with the funds raised?

It is vitally important that the question, “What is the club going to do with the funds raised?” is answered. If there is no purpose for the fund raising, does the club really need to put forth the effort just because it was done in the past? Don't get fund raising and a community activity confused. Each 4-H member, and therefore club, is required to participate in at least one club volunteer or charitable activity that is of benefit to their community. However, fund raising is not a requirement of each 4-H member or club. It is also important to note that if the club does something for the community and then gets paid for it, that activity doesn't count towards the volunteer or charitable

activity. Now, if the club membership then turns around and donates the funds or a portion of them back or to another charity in the community, that activity would count.

Back to fund raising. The club has determined that funds need to be raised during the 4-H year, for what?; a club photocopier, jackets for all members, to be put towards a 4-H exchange, to donate to a local charity, to change the club stall decorations,... The list could be endless. Most importantly, there needs to be a purpose. 4-H clubs are not for profit organizations. 4-H clubs should not be realizing a sizable profit at the end of a 4-H year. A bank account that has some “wiggle room”, should an unforeseen expense arise, is a comforting feeling for leaders and members alike. If the club is fortunate enough to raise a sizable amount of money in a fund raiser, use that money for the goals that were determined. If there is money left over, quickly determine what the remaining money will be used for. Major conflicts can arise in a club when expectations are not met and it involves money.

The club should also have a contingency plan in place should membership get low enough that the club has to fold. That contingency plan is in the form of the Club's Constitution. If the club does not have an approved

constitution by its members, all clubs default to the sample constitution found at the following link: [http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/4h9107/\\$FILE/sampleconstitution.pdf](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/4h9107/$FILE/sampleconstitution.pdf) A large bank account and a struggling 4-H club can be a recipe for major community conflict. Major disputes can be avoided by ensuring that the club has a strong constitution outlining what happens in the case of the club dissolving. Remaining funds need to be donated back to the 4-H program (district, regional or provincial level) or the community by way of charities. Dividing the money among the remaining members is an option that could quite easily end in hard feelings.

This time of the 4-H season is exciting. New ideas are being proposed and members are looking forward to their 4-H year ahead. By having a strong financial plan in place to operate the 4-H club through the year, any concerns that arise can be quickly and efficiently handled to ensure a stress reduced year.

