NEVADA 4-H
Money Matters Checklist For 4-H Entities
(Approved/Revised; August 2010)

4-H Entity as used herein is defined as a club, council, affiliated organization, etc. Use this check list to ensure that the 4-H Entity has implemented all UNR/UNCE/4-H Policies.

___ The fiscal accounting year runs from October 1 to September 30.

___ All financial accounts are listed with an Employee Identification Number (EIN). Be sure that the checking and savings accounts for your group are NOT under the Social Security Number of a leader or member. If club/group does not have an EIN (Employee Identification Number), apply on-line at www.irs.ustreas.gov. Click on publications and Forms SS-4.

___ E-Post Cards must be electronically filed on each 4-H Entity with the IRS by February 15 of each year if the 4-H Entity handled 0 to $24,999. If it handled $25,000 or more, it must file the IRS 990 Form.

___ Two signatures are required on all checks and they have to be UNCE Volunteers from different families.

___ It is best if Bank Statements are mailed directly from the Bank to the County UNCE/4-H Office. If this process if not followed, then Bank Statements shall be provided to the County UNCE/4-H 4-H Office on a monthly basis or quarterly basis (as determined by each County 4-H Program).

___ Obtain a duplicate receipt book for receipting. Receipt all donations (cash and non-cash).

___ Money must be deposited within 24 hours of receiving. All checks should be endorsed upon receipt with “For Deposit Only”, the name of the 4-H Entity (ie. Tremors 4-H Club), and the Treasurer’s signature.

___ Must have a yearly budget (approved by 4-H Entity). This should be sent to the County UNCE/4-H by November 1 of each 4-H Club Year (Oct 1 - Sept 30).

___ All requests for payment should be made on Check Request form and with original receipts attached. If not covered in the approved budget, payment request is brought before the club for approval prior to the purchase.

___ Monthly reconciliation of bank statements must be completed and signed off by the 4-H Entity Treasurer and an adult leader (if the 4-H Entity is a youth group such as a 4-H Club, Teen Council, etc). Some County 4-H Programs have a form to use for this.

___ Any and all investments must be made with a reputable financial agency.

___ Submit Income Generation Requests a minimum of 10 days before the fundraiser.

___ Conduct end of year review/audit of financial records (this process should include the Treasurer and a second reviewer who is not from same 4-H Entity). Complete the 4-H Annual Financial Reporting Form (http://www.unce.unr.edu/4H/about/policies) and provide a copy to County UNCE/4-H Office.

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