

September 1, 2017

Dear Ellis County 4-H Organizational Leaders,

According to K-State Research & Extension Administration, “extension councils are accountable for all non-appropriated funds generated for Extension programs within their jurisdiction.” In other words, the Cottonwood Extension District Council Executive Board is accountable for funds raised and/or collected by 4-H clubs, 4-H Councils, 4-H project clubs, Master Gardeners, etc. It is their duty to review these funds annually.

Of most importance are the following items:

- ✿ Each bank account with the 4-H or Extension name **must have 2 signatures for withdrawals** (writing checks).
- ✿ An annual financial report must be filed with the Cottonwood Extension District Council **by November 1** of each year (see attached report form). A committee of 3 – 5 adults from each club, council or organization is required to examine and approve the treasurer’s books each year before submitting the annual financial report.
- ✿ All Extension entities (4-H clubs, councils, etc.) must have their own employer identification number from the Internal Revenue Service. **Personal Social Security numbers may not be used for these groups.**

Please don’t hesitate to call if you have any questions.

Thanks for your prompt attention to this request for your club’s fiscal information.

Yours in 4-H,



Susan Schlichting
District Extension Agent
4-H Youth Development

Cottonwood Extension District
Kansas State University
Agricultural Experiment Station
and Cooperative Extension
Service
K-State, County Extension
Councils, Extension Districts,
and U.S. Department of
Agriculture Cooperating.
K-State Research and
Extension is an equal
opportunity provider and
employer.

Enclosures: Principles of Managing Non-appropriated Funds
Local Extension Annual Financial Report

