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

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