4-H Financial Information

- GEN Update
- Council Income vs UNL Income
- Cost Object Numbers
- P Cards
- Citizenship Washington Focus

4-H Financial Information

- GEN Update
  - January 31<sup>st</sup> – Club/Council Reports Due to County Offices (Letter from State Office for Delinquent Reports)
  - May 15<sup>th</sup> – Filing Requirement with the IRS
  - July 1<sup>st</sup> – Subordinate Spreadsheet Update Due to State 4-H

- Clubs/Councils – NE 4-H Foundation is financially responsible. UNL Extension is programmatically responsible. (Council handbook has language that will change)
4-H Financial Information

- Council Income
  - Enrollment Fees
  - Fundraising
  - Small Grants
- UNL Income
  - Programmatic Fees

4-H Financial Information

- Cost Object Numbers
  - Educators
    - Child Accounts/Sub Accounts
      - Assistants
  - Example:
    - CO – “X” Educator
    - Locally child accounts are kept track of.......
      - Lisa’s Programming, School Enrichment,
        Discovery Days, 4-H Enrollment, “x” Assistant,
        “x” Assistant
4-H Financial Information

• P Cards
  • Can not be shared
  • UNL Paid Assistant (either county/state funded CAN GET “P Cards”
  • The primary approving officials would first be the Unit Leader and the secondary would be the RED. The default cost object number would be the unit leader’s cost object number with the extension assistant having a child account under the unit leader’s cost object. The card holder signs off that they did not share their card

4-H Financial Information

• Citizenship Washington Focus
  • Recommended (Required by 2018) to create a CWF Trip cost center account under UNL and run the deposit/fundraisers/contracts through the account.
  • Granted the return of the 5% assessment.
  • UNL group travel credit card is available for use so Extension personnel don’t have to use personal funds.
  • Sales tax for fund raising activities is processed by UNL. Contracts/agreements are written on between “Board of Regents and Nebraska Extension CWF in ‘X’ and reviewed and signed by UNL Procurement.
  • Depending on the request of the CWF leader, balance left in the account at the end of the trip can be refunded to the parents/youth, used for an “after trip” activity/banquet, or a small balance carried forward to offset the next trip activities.
  • Problem with this money in Council accounts is concern on the large revenue stream and potential of liability if funds mishandled for the trips.
4-H Financial Information

• Key to all of this..................
  • Communicate in the office
  • Have someone responsible for reading/sharing all 4-H correspondence
  • Understand that financial rules are meant to protect
  • Ask questions