


September 22, 2023

TO: Post Rock District 4-H Council and 4-H Affiliated Group Leadership

FROM: Nora Rhoades 
District Director and 4-H Youth Development Extension Agent
nrhoades@ksu.edu

SUBJECT: **4-H COUNCIL AND 4-H GROUP ANNUAL FINANCIAL REVIEWS DUE NOVEMBER 1**

It is time to complete the 4-H annual financial review. Completed reviews are due to your local Extension Office no later than close of business on November 1, 2023. If you have any questions about the required review please reach out to me at nrhoades@ksu.edu or contact your 4-H Program Coordinator.

Annual Financial Review Committee:

The 4-H Council/Group must appoint a financial review committee. The committee is to consist of at least three adults OR two adults and two youth. Committee members may NOT be signatories on the financial account(s) or have familial or financial relationships to the treasurer.

The committee cannot simply sign-off on paperwork filled out by the leader or treasurer. Prior to the committee meeting, the treasurer needs to prepare all items needed and have them available for viewing by the committee. ALL members of the committee will complete a thorough review, and the committee members will complete the Annual Financial Report.

Post Rock District will offer a financial review committee to each 4-H council or other 4-H affiliated group. Three trusted adults will complete the Annual Financial Report for your council/group. To utilize this option, the council/group must submit the treasurer's prepared materials by November 1. All materials and results of the review can be picked up at your local Extension Office by December 1 (or earlier as agreed upon).

Due to your local Extension Office by November 1:

1. Submit the Annual Financial Report as completed by the Financial Review Committee.
2. Submit the entire October 2022 and September 2023 bank statements for every account (checking, savings, etc.).
3. Confirm a copy of the 4-H Council/Group's EIN and tax exemption form is on file at the local Extension Office.

After November 1, Post Rock District's Director and 4-H Youth Development Agent will complete a review of the council/group's financial report using the submitted materials. A committee may be consulted about their review and findings. Then, the Post Rock District Governing Board will review and approve the financial status of each council/group as an affiliated organization.

Regardless of whether you appoint your own Financial Review Committee or if you utilize the Post Rock District's committee, any council/group with an incomplete or a concerning financial review will be asked to complete a second review through the Post Rock District's process before financial statuses are presented to the Governing Board.

Annual Financial Review Report, Checklist, and Other Resources:

View and download at www.kansas4-h.org/4-h-programs/clubs/club-finances/.

- Financial Review Committee Responsibilities for 4-H Club/Group and Other Extension Affiliated Accounts
- 4-H Club/Extension Group Financial Review Checklist
- 4-H Club/Extension Affiliated Group Annual Financial Report
- Principles of Managing Funds for Extension Affiliated Groups