



## Handling Program Council Funds

Agents and staff assistants should only be handling funds on a limited basis; however, it is often necessary for the Extension Office to receive funds from a variety of sources. These funds may be from soil tests, sales of 4-H fundraisers, Extension Homemaker fundraisers or cookbooks, Petty Cash, etc. There must be a "paper trail" for all funds received and spent. The purpose of this paper trail is to ensure accountability, responsibility, and perceived honesty.

Two basic steps that should be taken by all Extension staff are: 1). having detailed receipts for money changing hands and 2). witnesses to all transactions.

1. Receiving funds at the Extension Office: i.e., soil tests, 4-H camp, registration fees, etc.
  - a) Receipt and duplicate for all funds received. One copy is for the office and one copy for the person delivering the funds.
  - b) Keep a dated log or transmittal sheet for each category of funds, i.e.: 4-H camp, registration. Detailed receipts and log should match.
  - c) When funds are picked up by the program council treasurer for deposit, there are two essential steps:
    - i. The Extension staff and the treasurer jointly count the money.
    - ii. Detailed receipts are signed by both parties and must equal the log or transmittal sheet.
2. Funds received outside the Extension Office: i.e., concession stands, plant sales, meals at field days, cookbook sales, etc.
  - a) When possible, these funds need to be counted and deposited by the appropriate program council treasurer. There are occasions when the treasurer is not present at the end of the day and other arrangements must be made.
  - b) Counting the money at the end of the day should be done by two people and both sign a receipt and a copy of that receipt included with the money.
  - c) There are occasions when the money must be kept at the Extension Office before the program council treasurer picks it up. Cooperative Extension policy states that no more than \$500 should be kept at the extension office. Before money leaves the office the Extension employees and the treasurer should jointly count the money, and both sign a receipt. This transaction should be entered in the log and dated.

### 3. Best Practices

- d) Whenever possible, council treasurer should make needed bank deposits. Extension staff, however, can make bank deposits if treasurer is unable.
- e) All checks should be made payable to the appropriate fund. It should never be made payable to Extension staff.
- f) Extension staff should never be authorized to sign checks for any Extension program council or tax funds.
- g) Periodically cash and checks are kept in the Extension Office overnight. Be sure to have the funds in a locked area such as a safe or locked file cabinet.
- h) No signed blank checks should be kept in an Extension Office.
- i) Reference Extension Business Office's Business Operations Manual section 2e for further clarification.

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