

**K-STATE**  
Research and Extension  
**River Valley**  
**Extension District #4**  
[www.rivervalley.ksu.edu](http://www.rivervalley.ksu.edu)

September 10<sup>th</sup>, 2018

To: 4-H Club Leaders  
4-H Treasurers  
4-H Account Signatories

Dear 4-H Leaders and members,

The River Valley Extension District #4 Board is ultimately responsible for all non-appropriated funds generated in Extension programs within the River Valley District. This includes all funds collected or raised by 4-H groups including all community clubs, project clubs, councils, junior leaders, and any other groups using the 4-H name and emblem in the district.

It is a challenging responsibility but one that is required by Kansas 4-H and K-State Research and Extension in order to meet the IRS tax exempt requirements for Kansas 4-H. For 4-H groups, it makes sense that this review be conducted near the September 30<sup>th</sup> end of the 4-H year. For ease in conducting your review, we suggest you use the statement cycle date on your bank account(s).

This review is a three-step process. The first step is for the treasurer to gather all financial information needed to complete the 4-H Club/Council Financial Review. The second step is to conduct an internal review by a four-member committee from your club or organization. This committee should not have signature authority or have any relationship to any signatories. Once the committee has completed the review, the Financial Review Committee Review (see attached) must be submitted to the local River Valley District Extension Office by November 1<sup>st</sup>. The final step will be completed when the River Valley Extension District Board reviews the financial reviews for approval or correction.

Enclosed, you will find a Financial Review Packet that contains the background information, instructions, and forms that will be needed to complete the review. This required review is a level of protection for all of us involved in 4-H.

If you have any questions or need assistance, please feel free to contact either of us.

Sincerely,



John J. Forshee  
District Extension Director



Monica C. Thayer  
District 4-H Agent

enclosures

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