



### 4-H Financial Responsibility Leader Acknowledgement

As a 4-H volunteer leader with financial management responsibilities, I acknowledge the following guidelines for handling 4-H funds.:  
(please initial by each statement)

\_\_\_\_\_ If operating as a 4-H Club, the 4-H Club charter must be current and the club must be in good standing with the county Extension program

OR

\_\_\_\_\_ If operating as a 4-H group (council, associations, Special interest groups), the group must be a registered subsidiary with the county Extension program

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Must initial all of the following statements

\_\_\_\_\_ All funds must be deposited into the designated 4-H account within 72 hours of being received

\_\_\_\_\_ All financial transactions (expenditures, deposits, etc) must be recorded in the Treasurer's notebook

\_\_\_\_\_ A copy of the following documents must be provided to the 4-H professional upon completion: SS-4 application, IRS letter with issued EIN, annual financial report, and confirmation of 990 filing each year

\_\_\_\_\_ If leadership of group transitions to another volunteer, I am responsible for transitioning all bank information to new volunteer leader.

\_\_\_\_\_ If the group disbands, as the primary volunteer leader, I am responsible for closing the bank account and dispensing all remaining funds as directed by the local Extension program

I certify and commit to the above responsibilities and commit to required guidelines. I further acknowledge that failure to abide by these commitments may result in disciplinary action or removal of volunteer status within the program.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Extension Agent or Staff Designee Signature

\_\_\_\_\_  
Date

*\* All above actions will be documented by Extension professional.*

