



OHIO 4-H

Financial Volunteer Expectations

Fiscal responsibilities of an Ohio 4-H Volunteer may differ based on the position they hold and the need of the program and their 4-H group (club/affiliate). Responsibilities may vary from primary financial liaison, to bank account co-signer, to receiving bank statements. These guidelines assist volunteers in understanding general responsibilities and where to locate resources. Volunteers within a group with financial responsibilities are encouraged to plan a meeting where they review the expectations and determine who will be responsible for each expectation.

GENERAL RESPONSIBILITIES

PRIMARY LIAISON

Serve as the primary liaison between Extension staff, volunteers, members, and families regarding group finances.

ACCURATE RECORDS

Assist the group treasurer in maintaining accurate record of income and expenses while following Financial Guidance.

MONTHLY RECONCILIATION

Complete monthly reconciliation of financial records using bank statement.

FUNDRAISING

Lead and organize or oversee if led by youth, group fundraising including ensuring adequate supervision of all fundraising activities.

YEARLY BUDGET

Prepare a yearly budget under the direction of members and volunteers. Membership must approve expenses not in budget.

COLLECTING FUNDS

Assist the group treasurer in collecting dues/funds and writing receipts for funds collected.

ACCOUNT CO-SIGNER

Serve as a signer on the bank account. A signer's social security number is attached to the account which may affect their credit score.

YEARLY REPORTS

Organize and submit the Yearly Financial Summary, Equipment Inventory, and any other financial paperwork required to Extension Office by the required deadline.

TREASURER'S REPORT

Assist the group treasurer in preparing the Treasurer's Report prior to each meeting.

DEPOSIT FUNDS

Deposit received group funds within one week of receipt.

IRS RESPONSIBLE PARTY

Serve as the contact for the IRS for the group's Employee Identification Number (EIN). Contact's name, address, and social security number are connected to the EIN.

AUDITS & REVIEWS

Prepare and provide required documentation for annual review of club financial records at the club level and for audit at county level every three years.

RESOURCES

FINANCIAL GUIDANCE

Review and follow Ohio 4-H Club/Affiliate Financial Guidance. Full document at <http://go.osu.edu/financial4h>.

FUNDRAISING POLICY

Review and follow fundraising policy found within the Ohio 4-H Club/Affiliate Financial Guidance at <http://go.osu.edu/financial4h>. Check and follow county policies.

4-H NAME AND EMBLEM

Review and follow National 4-H Name & Emblem policy when designing materials for fundraisers. Policy available at <http://go.osu.edu/4hnameemblem>.

