2017 GUIDELINES FOR SPENDING
OCEANA COUNTY YOUTH COUNCIL

The 4-H Youth Council Budget should place an emphasis on providing educational opportunities and experiences for youth. We hope it will also encourage leader development.

1. Mileage reimbursement for Leader Training is to help off-set cost of transportation expenses. Reimbursement will be $.50 per mile

2. Kettunen Center and Kellogg Biological Station workshops are for Registered 4-H leaders and teens, who presently are working with youth. Since major support for these workshops comes from the Michigan 4-H Foundation, Council will pay for any leaders and reimburses teens attending a workshop, but only if the information is shared within the county within one year.

NOTE: Mileage will be paid as soon as possible. Workshop reimbursement for the 4-H’er will be made only after sharing the information within 60 days of returning from the workshop.

3. Any workshop or conference that Staff and 4-H Youth Council deems necessary for volunteers to attend to keep our programs current and educational, will be reimbursed up to 100%. Again, only after information is shared at 4-H Council and/or County-wide meeting and/or a presentation to their club.

4. Any chaperone expenses for youth activities will be covered by the 4-H Youth Council. The 4-H Staff will determine selection and number of chaperones.

5. Monies for the 4-H Youth Council Budget will be primarily derived from Plat Book Sales. Additional private sponsorship or grants will be sought to help defray the cost of 4-H activities throughout the year. The Plat Book Sales and Promotion Committee is to assume the responsibility for the coordination and promotion of sales at all distribution points. Committee responsibilities will be shared during 4-H Youth Council Meetings.

6. Fundraising for countywide events and activities are to be channeled through the Treasurer of the 4-H Youth Council rather than the MSU Extension Office. These monies will be separate accounts listed in the Treasurer’s Report. As one of the fundraising events, the Council Finance Committee recommends continuing the County-wide Bake Sale. All proceeds shall be pooled and divided equally between participants who participated in the Bake Sale going as scholarship for 4-H Exploration Days.

7. Youth Council 4-H Member Scholarships will be given up to 50% of the cost for each event or activity, to be approved by the 4-H Youth Council.
8. Treasurer has the authority to pay those bills approved in the budget by the 4-H Youth Council but not to exceed the budget amount. All other bills not budgeted must first have approval of 4-H Youth Council. Exception would include monies earned by groups conducting their own fundraising and 4-H Youth Council is holding these monies.

9. Since the MSU Extension is not to be responsible for non-appropriated funds through the office account, 4-H Youth Council will coordinate the bookkeeping of 4-H groups/clubs as deemed appropriate by 4-H Youth Council. All 4-H clubs/groups must submit a year end financial statement by the state deadline.

10. To maintain a positive credit rating in the community, all bills must be paid within 30 days of receipt from the 4-H Staff. Close coordination with the 4-H Program Supervisor is needed. All 4-H Youth Council bills, incurred by any Council member, should be submitted to the Oceana MSU Extension Office to the 4-H Secretary.

11. For proper accountability purposes, a receipt procedure is required for any 4-H Youth Council monies requested. All bills, interest, and deposits, must be entered individually in the treasurer’s accounting record and checking account. (Include account number, who received the check, and what it was for), the treasurer/4-H secretary will make every effort to place bills in the proper account. For banking and review purposes all bank statements for Youth Council and all 4-H Clubs will be sent to: Oceana County 4-H Youth Council, 210 Johnson Street, Hart, MI, 49420. Bank statements will be copied and those copies mailed to the club’s treasurer.

12. The Treasurer is responsible for reporting to the Oceana 4-H Youth Council using a written monthly financial report, even when absent. The treasurer will prepare balance sheet and income statements for the year by September 30th of the current year.

(revised November 2016)