



# Georgia Association of Extension 4-H Agents Financial Policies and Procedures

Adopted by GAE4-HA Board of Directors – March 2017  
Adapted from the National ANREP Policies and Procedures Handbook

## FINANCIAL PLANNING

It is essential that GAE4-HA remain solvent. In the event that revenues are declining or expenditures increasing, the Treasurer should recommend potential actions to the Board.

## BUDGET

The President is responsible for developing and overseeing the annual budget. The President presents the proposed annual budget to the membership for approval during the GAE4-HA Annual Meeting and Professional Improvement Conference. The Treasurer is responsible for tracking income and expenditures. The Treasurer also presents a financial report to the membership at the GAE4-HA Annual Meeting and Professional Improvement Conference and expense report to the Board at each quarterly Board meeting. The Treasurer will have signature authority for transactions involving the GAE4-HA bank account(s).

## FINANCIAL REVIEW

An annual internal financial review of GAE4-HA finances shall be conducted according to the following procedures. The audit is the responsibility of the Finance Committee, appointed annually by the President. The Finance Committee will include (at minimum) the Treasurer, at least one additional member of the Executive Board, one member of the Board, and two members who will perform the tasks below and then approve the review by completing the GAE4-HA Annual Statement of Review Form.

- Secure all financial records (unused checks, cancelled checks, bank statements, records, receipts, etc.) for the review period.
- Review checks written for appropriate signatures, review numerical sequence and note missing checks, and list any outstanding checks and date of issue
- Randomly select at least 5 check requests to ensure documentation in bank statements and reconciliation report is correct.
- Determine if all expenditures were authorized.
- Check to see if records have been reconciled to bank statements on a regular basis.
- If certificates of deposit are owned, verify that they are still on deposit with the bank. If no longer on deposit, trace proceeds to deposit in checking account.
- Compare vouchers/expenditures to budget. Determine if level of activity appears reasonable.

## GUIDELINES FOR PAYMENT OF ANNUAL DUES

GAE4-HA membership is maintained via payment of annual dues. Dues are set by the Board and are payable each year. Membership categories are defined by the GAE-4HA by-laws. Voting on GAE4-HA business is limited to those members who have paid their dues.

The membership drive is coordinated by the Membership Committee, chaired by the Vice President. GAE4-HA membership is for January 1 – December 31 each year; dues are not-prorated. All membership benefits will be revoked for those members whose dues have not been paid as of March 15 of the dues year. Their names will be removed from the directory and listserv. The Treasurer monitors the deposits of dues.

## **GUIDELINES FOR PAYMENTS & REIMBURSEMENT OF FUNDS**

Requests for payment from GAE4-HA funds must be made via e-mail or U.S. mail to the Treasurer. All required documentation including a receipt, invoice, etc. along with the GAE4-HA Check Request Form is necessary for payment. Once the request is received by the Treasurer, the information will be forwarded to the President for approval. After approval by the President, the Treasurer will issue payment. Funds will not be issued without approval from the President. In the event that the President is incapable of approving expenses, the President-Elect may approve expenses. Requests for expenses being reimbursed to GAE4-HA members must be submitted no more than 30 days after expense occurred and all receipts/proof of expenditures must accompany request.

## **GAE4-HA DISTRICT ACCOUNTS**

Each of the five GAE4-HA Districts have an account with the Georgia 4-H Foundation. The Senior Director for each district is responsible for providing oversight of this account and giving a report of the current balance during each GAE4-HA Board of Directors meeting. The Senior Director will work directly with the Georgia 4-H Foundation employees for all deposits, check requests, etc. For accountability purposes, all correspondence between the Senior Director and Georgia 4-H Foundation should be copied to the President and Treasurer. If the GAE4-HA District accounts are reimbursing members for travel expenses, a UGA Travel Expense Statement must be completed and documentation for all expenses related to the trip must be provided. If a GAE4-HA member is receiving funding from the GAE4-HA District account to attend the NAE4-HA conference, all expenses and sources of reimbursement must be documented.

## **BOARD MEMBER EXPENSES**

Expenses and registration fees for Board members who attend the GAE4-HA conference and annual business meeting will not be reimbursed.

GAE4-HA shall pay for equipment costs and/or meeting room space for required face-to-face Board meetings. Travel for the GAE4-HA Board will be reimbursed by Extension Districts/State 4-H Office for two Board meetings each year to include the JCEP meeting each spring.

Travel for the Member Recognition Chair, Member Recognition Co-Chair, and District Representatives to attend annual awards judging will be reimbursed by Extension Districts/State 4-H Office. Travel for the President to attend annual awards judging will be reimbursed by GAE4-HA.

Travel for the Member Recognition Chair, Member Recognition Co-Chair, President, and former William H. Booth award recipient to attend William H. Booth awards judging will be reimbursed by Extension Districts/State 4-H Office.

Travel for the President to attend Oceans of Fun will be reimbursed by GAE4-HA. Travel for the selected Oceans of Fun committee members will be reimbursed by Extension Districts/State 4-H Office per the current Oceans of Fun travel policy established for the year.

Other travel expenses for GAE4-HA members may be reimbursed at the discretion of the Executive Committee.

No travel will be reimbursed by GAE4-HA without the GAE4-HA Check Request Form, required receipts, and UGA Travel Expense Statement. Travel expense statements must be submitted to the Treasurer

within 30 days of travel.

## **GUIDELINES FOR CONTRACTS**

After gaining approval from the Board, the President shall sign all contracts for GAE4-HA activities and GAE4-HA sponsored events. In the event that the President is incapable of signing contracts, the President-Elect will sign contracts.

## **GUIDELINES FOR SECURING FUNDS**

Securing financial resources from donors or sponsors is essential to fulfilling the mission of GAE4-HA. Funds may be secured from both private and public donors by Board approved methods.

## **2007 NAE4-HA ANNUAL MEETING PROFIT**

As the host for the 2007 NAE4-HA National Meeting, GAE4-HA received a 50% share of the profits netted from the meeting. The profits were to be invested and one-time ad-hoc was appointed to establish a set of guiding principles to be used in accordance with all considerations being made regarding the investment of this money. The ad-hoc committee was approved by the Board in April 2008 and recommended the guiding principles detailed below to the Board at the August 2009 Board meeting. The Board approved these guiding principles at the August 2009 Board meeting.

### **Guiding Principles**

As regards the profit split generated from GAE4-HA hosting the 2007 NAE4-HA National Meeting ...

- 1) All expenditures shall be in support of the Cooperative Extension Professionals who constitute the GAE4-HA membership.
- 2) Any and all investments in interest-bearing fiduciary accounts shall be made within the Georgia 4-H Foundation.
- 3) An original investment of \$90,000 (heretofore referred to as 'The Principal') shall be made in a designated Georgia 4-H Foundation account. The principal shall remain untouched into the future. Any and all interest earned as a result of investment of The Principal shall be transferred to an "Operating Expenses" account tethered to the above-referenced Foundation investment account.

### **Specific Actions** (Funds to be spent from 'Operating Expenses' account only)

From the original investment of any interest income generated from investment of 'The Principal', the following are recommended:

#### **1) ONE-TIME EXPENDITURE:**

Purchase a "large brick" to be installed as part of the Legacy Plaza at Rock Eagle 4-H Center. The brick shall contain, if possible, the logo from the 2007 National Meeting and/or other appropriate references to GAE4-HA's hosting of the event. (Completed in December 2009).

#### **2) ANNUAL EXPENDITURE(S):**

- a) Establish and present the "Peach of a Profession" professional development scholarship in the amount of \$1000, to be awarded annually to a GAE4-HA member for attendance to the National 4-H Agents Conference. The application and judging process will be handled through GAE4-HA Member Recognition Committee. As scholarship is presented annually, a paragraph summarizing the Association's efforts in hosting the 2007 NAE4-HA professional development conference shall be read upon the presentation of the scholarship, in commemoration of the "Peach of a Profession."
- b) Beyond the scholarship each year, and pending availability of funds, an investment shall be made in

helping to sponsor the GAE4-HA Annual Meeting and Professional Improvement Conference. The contribution shall be used to enhance the quality of the meeting, its status, its marketability, and/or the professional development value of the meeting to the Association's membership. The contribution shall be designated as "... being made possible through '2007 Peach of a Profession' funding". Each year's funding shall be acknowledged verbally throughout the course of the meeting and in all applicable printed materials. The contribution shall not exceed \$5000 in any one year. The Treasurer will notify the President of the amount of the income each year. The Executive Board will vote on the amount given to support the GAE4-HA Annual Meeting and Professional Improvement Conference.

3) If additional funds are still available after funding the scholarship as in 2A, above, and enhancing the quality of the GAE4-HA Annual Meeting and Professional Improvement Conference as in 2B, above, then funds may be used in a way so as to enhance the work of the Association and its membership, **AND/OR** funds may be reinvested in 'The Principal' to increase yield for future activities of the Association. The President will appoint a committee of no less than three members with at least one committee member being a current Board member to recommend expenditure practices to Board. The Board will vote to approve or modify these recommendations.