



## **Notification and Implementation of New Banking Processes for California State 4-H Clubs and Units**

### **Develop Local Process**

County 4-H Staff develop a process for notifying 4-H volunteers and 4-H club treasurers and implementing the changes and new process. *Goal: Build trust, understanding and partnership in implementing the new policies.*

### **New Policy 704.2 – California State 4-H Youth Development Program**

#### *Key elements of policy*

- Change in address of record for accounts for checking and savings
- Monthly review of the statements and copy of checks written by 4-H Office Staff
- County Director (or designee) removed as signatory
- Relates to All 4-H Club in California not just account over \$1,500.00
- **NO** ATM, credit cards or charge accounts can be used by any 4-H Club or unit

### **Review the new county process**

- Explain county processes
- Review the 4-H club Monthly Banking Statement Handout

### **Review the 4-H On-line Financial reporting System**

- Audit
- Inventory
- Budget
- Other
- Annual due date – September 30

**Review the new IRS rulings: Requirement for all 4-H Clubs and units to file annually by November 15<sup>th</sup>  
New charters issued to all 4-H VMO's and units in compliance with reporting and EIN.**