

Financial Cooperation Committee

Plan for Success

MEMBERS:

Facilitator – Allison Flynn

Foundation Representatives

- Wendy Brenden
- Milt Munson
- Catherine McNeil

Council Representatives

- Scott Stoner
- Karyn Hamilton
- Sandy Merchen

BACKGROUND

The Financial Cooperation Committee was formed to find a way for the Lewis & Clark County 4-H Foundation and Council to successfully work together with the common goal of supporting 4-H youth in the county. Even with this common goal, both organizations have different missions.

The mission of the Lewis & Clark County 4-H Foundation is to aid and promote, by financial assistance and support, all types of 4-H programs and other Extension youth programs.

The mission of the Lewis & Clark County 4-H Council is summarized as to carry out a progressive 4-H youth program and promote educational 4-H club activities in Lewis & Clark County through event and activity committees that plan project workshops, group activities and Fair through assisting MSU Extension.

The mission of the joint committee is to clarify roles of both the Foundation and Council specifically to how fundraising and financial support is operated in the county. The committee is to develop a plan to be approved by both organizations that will deal with how finances are operated for Lewis & Clark County 4-H.

INCOME

It is recommended that fundraising and donations be dealt with using the following guidelines:

- a) All major fundraising (sponsorship letters, drawings, etc.) will be organized by the Foundation. Any fundraising done by the Foundation goes to the overall support of the 4-H program and should not be earmarked to a specific project, activity, event, etc.
- b) Lewis & Clark County 4-H members and clubs are expected to support and contribute to the fundraising efforts of the Foundation by selling drawing tickets, recruiting sponsors, club donations, etc.
- c) Any project fees and specific designated donations will be dealt with through the Council. Any fees or donations that go above and beyond that needs of that project or activity, will be given to the Foundation. Any donations not given to a specific project or activity will be deposited directly with the Foundation.
- d) The Committee recommends that the Council raise member and leader dues to cover the existing annual costs.

EXPENSES

Through this plan, it is agreed that the Foundation operates as the overseeing body of fundraising in the county. On the other hand, the Council deals with the day-to-day operations of the Lewis & Clark County 4-H Program. Using this philosophy, it is recommended that expenses in the county be dealt with using the following guidelines:

- a) Each year by November 1, the Council will submit a yearly budget to the Foundation. In the budget, any project activities, events, Bill Hamilton Building use, supplies, awards, etc. need to be budgeted. The budget will be approved or changes requested by the Foundation by December 1. At the end of the 4-H year, any excess funds will be given back to the Foundation or included in the new budget.
- b) Any unexpected and unbudgeted expenses can be requested through the Foundation using a Request Form. Depending on the urgency and timing, the request will be approved by the Foundation Board either by email or formal meeting.
- c) Any Fair expenses that are not covered by the county or Fair entry fees should be included in the yearly budget.
- d) Any individual who plans to travel to a state or national event (Rec Lab, Congress, National Conference, etc.) and would like financial support from the county 4-H program, must submit an individual request to the Foundation using the Request Form. The Foundation will treat each request on an individual basis and the Council will not provide any funding support for these events.
- e) The Foundation agrees to set aside a budgeted amount of money for families who demonstrate financial need. This could be support for county dues, camp, project fees and so on. The need will be determined by the Extension Agent and Foundation President and remain confidential.
- f) The Foundation agrees to pay the 1% yearend assessment on account balances to Montana 4-H Foundation for both the Foundation and the Council.
- g) All grants specific to a project area or activity will remain in the Council.
- h) The title of the Bill Hamilton 4-H Building will remain with the Council. All yearly upkeep should be included in the annual budget to the Foundation. Any donations for use of the building by other groups will remain with the Council and be automatically earmarked for the building.
- i) The Foundation will support adult chaperones for statewide activities as much as possible.
- j) If a group or club wishes to plan a local event, startup funds are available from the Foundation. The Foundation will make an agreement with the group or club about the amount of funds that must be returned.

CURRENT ASSETS/SECURITY

- a) The Council will wait until the entire budget is compiled for the 2011-2012 4-H year to establish operating costs for the year. At that time, the Council will decide the appropriate amount to transfer to the Foundation.
- b) At the end of the 4-H year, all budgets will be zeroed. Any project or activity funds not spent at the end of the 4-H year will no longer be earmarked for that project or activity. Any excess funds from projects or activities will either be included in the new budget or transferred to the Foundation at the end of the 4-H year.
- c) The Foundation agrees to increase security measures on their account which include requiring two signatures on checks, creating an approval slip for funds, and the Treasurer will not be a signee on the checks.
- d) Both groups will conduct an internal audit every year. Every four years, groups will request an external audit. This will take place on alternating years with the Council starting external audits in 2012 and the Foundation in 2014.
- e) Maintaining budgets is the responsibility of the project superintendent or event coordinator. The "person in charge" of that project or event should sign off on all funding approvals and keep track of their expenses. The Treasurer will continue to print monthly reports and monitor any excess spending.