

**Meadowlark
Extension District**

meadowlark.k-state.edu

Holton Office

114 W. 5th St.
Holton, KS 66436-1778
785-364-4125
fax: 785-364-4775

Oskaloosa Office

100 E. Washington St.
P.O. Box 326
Oskaloosa, KS 66060-0326
785-863-2212
fax: 785-863-3511

Seneca Office

1500 Community Drive
Seneca, KS 66538-9786
785-336-2184
fax: 785-336-6060

**Kansas State University
Agricultural Experiment
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17 August 2023

To: Meadowlark District 4-H Club & Affiliated Group Treasurers
Meadowlark District 4-H Club Leaders

From: Clay Roland, Meadowlark District 4-H Youth Development Agent

RE: 2022-2023 Club and Affiliated Groups Financial Review

As the 4-H year is ending, one of your most important duties as treasurer is about to occur. The club financial review will be occurring shortly, and you will oversee preparing the information for the review of non-appropriated 4-H funds. Your duties as Treasurer are not finalized until this important task is completed! Non-appropriated funds are any funds collected and dispensed by a Meadowlark Extension District affiliated group such as 4-H Clubs or special interest project groups.

Your club/group will need to appoint a financial review committee of at least **two (2) adult volunteers** and **two (2) 4-H members** from your club or group who will go through the Treasurer's Book and make sure everything is accurate and correct. **Committee members should NOT be signatories on the group or clubs financial accounts OR have familial or financial relationships to the treasurer.** You may want to even consider bringing in an "outside" person to serve on this committee, such as an accountant or bank employee who would be willing to donate some time. **The completed financial review form is due in your local Extension office by November 1st.** **Please do everything possible to meet this deadline or let us know if you have reasons for not being able to meet it.**

Your club leader should be able to help you prepare for your financial review. Make sure you read through the financial review checklist enclosed with this letter, as it was designed to help you prepare for the financial review and to assist the committee during the review of the financial information for your club or group. The more information you can give the financial review committee the easier the process will be. The enclosed forms are also available in an electronic PDF form-fillable format on the Meadowlark Extension District website at: <http://www.meadowlark.k-state.edu/4-h/forms.html>. If you don't understand what the form is asking for, or are missing some of the information you need to complete it, PLEASE ASK, we can help!

Feel free to contact me at (785)-863-2212 or by email at croland@ksu.edu or 4-H staff members of your local Extension office, to assist in answering questions or concerns regarding this financial review process. Thank you for your cooperation in completing this important annual task in a timely manner!