



WASHINGTON STATE UNIVERSITY
EXTENSION

Club Leader/Club Treasurer Financial Management Training Attestment

The management of Washington State 4-H Youth Development funds is an important task that carries great responsibility. To ensure everyone has received the appropriate instruction on 4-H financial management procedures, all new adult leaders and members who are serving in leadership and/or treasurer capacities are required to complete this training prior to achieving tax-exempt status through the WA State 4-H Youth Development Group Exemption. Additionally, all returning club leaders and club treasurers are highly recommended to complete this training and will be required to complete prior to January 1, 2020. Until this course is presented in a format that requires completion, all volunteers and members must participate in this training and complete this form to demonstrate they have met this requirement.

On _____ (Enter date), I, _____ (Enter first/last name)
viewed the Washington State 4-H Club Financial Management Training Video.

I agree that the following statements are correct and that I understand the policies and procedures related to the management of funds in the 4-H programs:

1. *I understand that all checks received must be endorsed immediately upon receipt.*
2. *I understand that all purchases must be documented by receipts that show what was purchased, where it was purchased, when it was purchase, and the total spent.*
3. *I understand that all checks and expenses via debit card must be signed by two individuals who are a certified volunteer or 4-H member to validate the expense.*
4. *I understand our 4-H accounts must be audited every year.*
5. I know that they following reports are due to the Extension Office on December 1 of every year:
 - a. *Annual Financial Summary*
 - b. *Audit Report*
 - c. *Property Inventory List*

Printed Name:

Signature:

Position in 4-H: