



July 21, 2017

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- [Club Charters](#)
- [Horse Handbook](#)
- [Oconto County Fair](#)

To submit an article or information contact  
Arvilla Rusnak by noon on Thursdays.  
(920) 834-6846; [arvilla.rusnak@co.oconto.wi.us](mailto:arvilla.rusnak@co.oconto.wi.us)

### Trips Committee Renamed

The Oconto County 4-H Trips Committee has been renamed The Travel Experiences Committee. This committee met recently to discuss the budget assigned to them by the Leader's Association for the upcoming 4-H year and how those funds will be distributed. Upon approval by the Leader's Association Board of Director's, the committee will be announcing the line-up of travel experiences they will be promoting this year. Watch Friday Notes for further details.

### 4-H Travel Experiences Committee Members:

- Pam Jackson, Adult Leader, Pasture Pirates
- Kenzie Jackson, Youth Leader, Pasture Pirates
- Jo Hipke, Adult Leader, Lena Rocketeers
- Ros Kramer, Youth Leader, Lena Rocketeers
- Ash Thiele, Youth Leader, Bayshore
- Staci Athey, Adult leader, Southernline
- Victoria Athey, Youth Leader, Southern Line
- Ryann Wagner, Youth Leader, Northern Riders



If you are interested in being a member of the Travel Experiences Committee contact Arvilla at the UW-Extension Office or attend the next meeting on August 7th, 7:00pm at St. Clare's Hospital in Oconto Falls.

### Arts Camp, October 7-8<sup>th</sup>

If you're in grades 6-8, you won't want to miss 4-H Arts Camp! Where else can you learn about music, drama, visual arts, photography and communications, all in one place!



You'll rotate through the different Arts tracks each day, participate in a group Arts experience Saturday evening, and close with a ceremony for parents and families, celebrating the results of your group Arts Camp experiences. You'll also meet new friends, participate in camp games, and enjoy the great natural setting of Upham Woods on the Wisconsin River near Wisconsin Dells.

The program is planned and led by a talented group of 4-H high school youth, assisted by UW-Extension specialists, 4-H staff and key adult volunteers. You'll learn lots of creative ideas to take home to share with your club.

If you haven't been a part of the Arts Camp experience, come and see what you've been missing! Space is limited. Watch Friday Notes for more information.

## Club Articles

Club articles must be submitted by Thursday noon in order to appear in that week's Friday Notes. All articles should be edited for proper grammar and spelling, cover the, who, what, where, when, how and why of the event, include the reporter's name and the club involved. If a headshot of the reporter is submitted, that will be placed alongside the article but is not a requirement.

No Club Articles this week

## Oconto County Events

### Horse Project Important Dates

All events will be held at the Oconto County Fairgrounds

#### Practices

**July 24<sup>th</sup>, 6pm** – Open Ride

**August 7<sup>th</sup>, 6pm** – Open Ride

Again - for ALL events, please RSVP to Danna according to the instructions in the Horse Project emails. Bring your original coggins and a copy to leave at every event. Helmets are required while mounted along with appropriate long pants and boots/footwear.

<http://oconto.uwex.edu/files/2017/04/HANDBOOK-2017.pdf>

### Dog Show Obedience Etiquette Clinic, August 8th

*Dog Show Obedience Etiquette Clinic with Kay Detampel*

Exhibition Building - Zipple Park  
150 N McKenzie St,  
Gillett, WI 54124



On **August 8<sup>th</sup>, 2017 at 6:00p.m** we will be hosting a Dog Show Obedience Etiquette Clinic where you will learn the rules and proper show handling at the Exhibition Building in Gillett. We have 4-H Dog Judge, Kay Detampel, coming to demonstrate and discuss the 4-H dog levels of Pre-Novice, Novice, Graduate Novice, and Pre-Open classes. This is a clinic you won't want to miss!

For the youth, *that has signed up to compete in the levels of Graduate Novice and Pre-Open at this year's dog show*, please bring your dog on either a well fitted flat collar or choke chain with either a 6 foot leather or nylon leash. Kay will be working one-on-one with you and your dog in these higher levels. Please RSVP to Andrea by text or email by **July 25<sup>th</sup>**, if you will be attending with your dog so that we can be sure to have adequate time.

For the youth, *that has signed up to compete in the levels of Pre-Novice and Novice at this year's dog show*, please keep your dog at home. Kay will be demonstrating these levels and doing *shadow-walk throughs* with the youth.

For questions please contact:

Andrea Lesczykowski - # (636)692-8557 - [k9claritytraining@gmail.com](mailto:k9claritytraining@gmail.com)

Cheryl Schinker - # (715)850-0039 - [cheryl.schinker@yahoo.com](mailto:cheryl.schinker@yahoo.com)

Jamie Lesczykowski - # (715)889-1513 - Text & Email unavailable

### Sheep Educational Clinic, July 22nd

Saturday, **July 22<sup>nd</sup>** at 11:00am

Sweet Grass Farm, 8742 Red Bank Rd

Suring, WI 54174

For more information call (920) 590-0432



### Dairy Exhibitor Stall Count, August 1st

An email has been sent to all dairy exhibitors requesting your stall count for the Oconto County Fair. See page 17 or use the link on page 1 for more information and who to contact with your numbers.

### Sheep & Swine Pen Count, Aug. 10<sup>th</sup>

An email has been sent to all sheep and swine exhibitors requesting your pen count for the Oconto County Fair. See page 18 or use the link on page 1 for more information and who to contact with your numbers.



### Food Stand Preparations, August 17-20

The Food Stand Committee is gearing up for a great fair this year. We are in the process of price checking, verifying vendors, and establishing a menu and prices. A new menu item this year will be deep-fried cheese curds. Delicious!! Watch Friday Notes for copies of this year's order pads and other information like the shift schedule listed below. This list is not official as the clubs in white have not verified their shifts yet. If your club has issues with your shift, please contact Arvilla so we can get you a shift that works or find help during the shift you have now.

#### 2017 Fair Food Stand Schedule

| Shift           | Thursday         | Friday                        | Saturday            | Sunday                      |
|-----------------|------------------|-------------------------------|---------------------|-----------------------------|
| 10:45am-1:30pm  | Little Seedlings | Northern Riders               | Little River        | Hintz                       |
| 1:15pm - 4:00pm | Christy Brook    | 4-H C.L.O.V.E.R.S. Wilderness | Brazeau Eagles      | Southern Line               |
| 3:45pm - 6:30pm | Willing Workers  | Pasture Pirates               | Lena Rocketeers     | Southern Line (3:45p-7:00p) |
| 6:15pm - 9:00pm | Team Green       | Morgan Badgers                | Bayshore Teen Court |                             |

#### Food Stand Extra Duty Schedule

As part of making this year's food stand fundraiser a complete success, each club is responsible for signing up for a duty in addition to their club shift. This list below reflects what shifts are open yet. If your club has not signed up for an extra duty yet, please contact Arvilla so we can make sure we have everything covered. Please see July 14 Friday Notes for job descriptions.

#### Food Stand Extra Duty List

|                             |                                     |               |             |                                 |
|-----------------------------|-------------------------------------|---------------|-------------|---------------------------------|
| <b>After Hours Clean-up</b> | Thursday                            | 8:45-10:00pm  | 6 people    | Team Green                      |
| <b>After Hours Clean-up</b> | Friday                              | 8:45-10:00pm  | 6 people    | Morgan Badgers                  |
| <b>After Hours Clean-up</b> | Saturday                            | 8:45-10:00pm  | 6 people    | Wilderness                      |
| <b>After Hours Clean-up</b> | Sunday                              | 8:45-10:00pm  | 6 people    | Hintz                           |
| <b>Soda Stockers</b>        | Thursday                            | 2pm, 6pm, 9pm | 1 person    | Willing Workers                 |
| <b>Soda Stockers</b>        | Friday                              | 2pm, 6pm, 9pm | 1 person    | Pasture Pirates                 |
| <b>Soda Stockers</b>        | Saturday                            | 2pm, 6pm, 9pm | 1 person    | Northern Riders                 |
| <b>Soda Stockers</b>        | Sunday                              | 2pm, 7pm      | 1-2 person* | Little Seedlings                |
| <b>Day Supervisor</b>       | Thursday                            | 10am-10pm     | 1-2 people  | Arvilla Rusnak                  |
| <b>Day Supervisor</b>       | Friday                              | 10am-10pm     | 1-2 people  | Arvilla Rusnak<br>Patti/Katelyn |
| <b>Day Supervisor</b>       | Saturday                            | 10am-10pm     | 1-2 people  | Volk                            |
| <b>Day Supervisor</b>       | Sunday                              | 10am-8pm      | 1-2 people  | Jo Hipke                        |
| <b>Clean-up before Fair</b> | best if within one week before fair |               | 6-8 people  | Team Green                      |
| <b>Food Prep</b>            | Wed. before fair                    | ?             | 8-10 people | Brazeau Eagles<br>Little River  |
| <b>After Fair Clean-up</b>  | Best if week after fair             | ?             | 8-10 people | Christy Brook                   |

## ***What Happens to the Funds Raised at the Food Stand?***

The funds raised by each club's hard work at the food stand each year is held by the Oconto County 4-H Leader's Association which is governed by a 12 youth and adult member Board of Directors. The money goes towards numerous 4-H events and activities, Summer Camp, awards and pins and travel experiences, conferences and workshops for our youth and adult 4-H members.

This year Oconto County 4-H held three free project events that were attended by over 100 members. We trained 14 camp counselors. 40 youth went to Summer Camp at half-price. Seven members attended ArtBeat at a 75% discount. Four youth went to 4-H & Youth Conference, three to Winter Leadership camp and one to STEM camp free of charge. This money also goes towards all 4-H project, volunteer and leadership pins, awards, trophies, sweatshirts and money for the graduates. And don't forget the iPad give away every year!

## ***Farm Sitter Opportunity, Tom and Jamie Sobush, Pensaukee***

The Sobush's are looking for a high school member to farm sit Oct. 18-19 and Dec. 26-31. Responsibilities include visiting the farm once a day for about an hour to feed and water 40 rabbits, 25 ducks, 25 chickens, 2 barn cats and collect eggs. Payment would be \$30 a day. Interested members can contact Tom and Jamie Sobush at 920-664-4470 or [jlsobush@gmail.com](mailto:jlsobush@gmail.com).



## ***Beginner Sewing Group Forming***

We are forming a sewing group in Oconto Falls for youth interested in learning how to sew. The class will cover a variety of sewing projects taught by experienced adults interested in teaching others this skill. Classes will be held at the Oconto Falls Library. Dates and times will depend on what works for the group. Several sewing machines will be available or you may bring your own. If you are interested in joining contact Arvilla Rusnak at 920-834-6846 or [4h@co.oconto.wi.us](mailto:4h@co.oconto.wi.us).

## ***2017-2018 Oconto County 4-H Budget***

Speaking of money...at their meeting on June 8<sup>th</sup>, the Oconto County 4-H Leader's Association approved their budget for 2017-2018 fiscal year. It can be seen on pages 12-13. If you have any questions regarding the budget contact Arvilla Rusnak, Board of Director's Treasurer, at 920-671-4803 or [arvilla.rusnak@co.oconto.wi.us](mailto:arvilla.rusnak@co.oconto.wi.us).

## ***Youth Needed for Board of Directors***

The Board of Directors is in need of one more older youth to serve as a Director. The Board meets eight times a year and is in charge of making decisions that impact the whole Oconto County 4-H program. If you are interested in leadership or governance, this is the place to be. Not to mention, it looks great on college applications. Contact Kim Kamke at [kim@frgf.com](mailto:kim@frgf.com) if you are interested.

### ***Food Stand Committee Meeting, August 13<sup>th</sup>***

The next meeting of the Food Stand Committee will be held on August 13<sup>th</sup>, 9:00am at the Gillett Fairgrounds.

### ***Board of Director's Meeting, August 13<sup>th</sup>***

The next Board of Director's meeting will be held on Sunday, July 13<sup>th</sup> at 1:00pm at St Clare's Hospital in Oconto Falls. Everyone is welcome.

## ***Fair Community Service Scrapbook Contest***

This contest has been a best kept secret at the Oconto County Fair for many years. While it has been held every year, not everyone knows the contest exists and what you need to do to participate. In order to compete, you must compile a scrapbook that illustrates, in pictures and words, the community service project(s) your club did this year. The book belongs to whole club, not just one person and can be created by a youth or committee of youths designated by the club. A cash prize of \$25 will be awarded to the winning club.

I know this is late notice but I hope your club will consider putting something together. The complete rules and judging criteria are located on pages 15-16 or follow the link on page 1.

Happy scrapbooking! Arvilla

**2017-2018 Club Charters Annual Report Instructions (see pages 11-12 for form or link on page 1)**

Each year clubs are required to fill out a charter in order to maintain the 4-H clover status. Charter information will be emailed to Club Advisors shortly. The following instructions refer to pages 4-5 of the charter renewal packet. These pages should be completed by the club treasurer (with the aid of an adult, if necessary) and submitted to the Club Advisor.

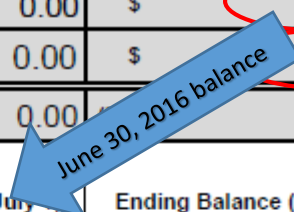
I know the charter can be a challenge to complete, so for the next few weeks, I will be including some instructions and tips that will, hopefully, make this process easier. Of course, if you have any questions you may contact me.

Since our fiscal year has ended, I would like to focus on the Annual Financial Report. These pages are all about making sure your club has an accounting of all the money received and spent for the year. When you subtract your money spent and add in money received from last year's ending balance, that number should equal the balance in your account now.

- You will need:
- Copy of 2016-2017 Annual Financial Report**
  - Bank Statement for June 30 or July 1, 2017**
  - Calculator**
  - Checking/Savings account register (if you have one)**

- 1). Fill in your club name and the current date at the top.
- 2). Fill in your Federal Tax ID Number (can be located on last year's report)
- 3). Fill in your State Tax Exempt Number (from last year's report, your club may not have one.)
- 4). Find the ending balance for June 30 on last year's Annual Financial report and enter it under Beginning Balance (July 1) on this year's report. Do the same for the other accounts (if you have others).

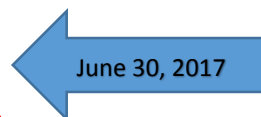
| Last Year's Report  | Beginning Balance (July 1) | Ending Balance (June 30) |
|---|----------------------------|--------------------------|
| Checking Account  | \$ 0.00                    | \$ 0.00                  |
| Savings Account (combine all savings, money market, CD's, etc.) | \$ 0.00                    | \$ 0.00                  |
| <b>Total Funds</b>  | <b>(A) \$ 0.00</b>         | <b>0.00</b>              |



| This Year's Report  | Beginning Balance (July 1) | Ending Balance (June 30) |
|---|----------------------------|--------------------------|
| Checking Account  | \$ 0.00                    | \$ 0.00                  |
| Savings Account (combine all savings, money market, CD's, etc.) | \$ 0.00                    | \$ 0.00                  |
| <b>Total Funds</b>  | <b>(A) \$ 0.00</b>         | <b>(D) \$ 0.00</b>       |

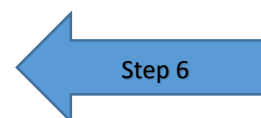
- 5) Enter the balance for June 30, 2017 from your bank statement under the Ending Balance (June 30).

| This Year's Report  | Beginning Balance (July 1) | Ending Balance (June 30) |
|---|----------------------------|--------------------------|
| Checking Account  | \$ 0.00                    | \$ 0.00                  |
| Savings Account (combine all savings, money market, CD's, etc.) | \$ 0.00                    | \$ 0.00                  |
| <b>Total Funds</b>  | <b>(A) \$ 0.00</b>         | <b>(D) \$ 0.00</b>       |



- 6) Enter the totals for both columns (A) & (D).

| This Year's Report  | Beginning Balance (July 1) | Ending Balance (June 30) |
|---|----------------------------|--------------------------|
| Checking Account  | \$ 0.00                    | \$ 0.00                  |
| Savings Account (combine all savings, money market, CD's, etc.) | \$ 0.00                    | \$ 0.00                  |
| <b>Total Funds</b>  | <b>(A) \$ 0.00</b>         | <b>(D) \$ 0.00</b>       |



## 2017-2018 Club Charters Annual Report Instructions (continued)

7) The easiest way to complete the next part of the report is to create a document that has columns for each of the Funds Received and the Funds Dispersed types with totals at the bottom of each column. Creating this document for July 1<sup>st</sup> of each year and entering the expense and income items each month makes for a very easy transfer of numbers at the end of the year. See pages 9-10 for a blank copy or you may come up with your own version.

Going back to July 1<sup>st</sup> in your check book register, enter each check or deposit under the appropriate type. (see pages 7-8 or follow this link: [Annual Financial Report Tips](#) for a detailed description of each type)

8) Total each column and enter each type total in the appropriate box on the form.

9) Calculate the Total Funds Received (B) and the Total Funds Disbursed (C) at the bottom where specified.

10) To make sure that your report is in balance, we need to add (A) + (B) then subtract (C). That number should equal (D). If it doesn't, your report is out of balance and you must find the error. The report must be balanced in order to submit it (A+B-C=D).

11) Accounts Information:

Account Names: List it exactly as it appears on your bank statement.

Bank Name and Address: This should be located on the bank statement.

Account: These aren't always listed on the bank statement, but it is the middle number on your checks.

Account Authorization: List the names of the members that are authorized to withdraw funds on your accounts.

12) Does the 4-H Club or Group Have?

Answer the questions by checking the Yes or No box.

If your club or group has land, buildings, property or project equipment with value over \$500.

13) Financial Report Completed By:

If the club or group Treasurer is under 18 years old, a 4-H club advisor or group leader needs to print and sign along with the youth Treasurer.

14) Financial Review

When this report is completed you will need to submit it and your financial records for 2016-2017 to an adult (2 people is best but not required) who is not related to the person who completed the Financial Report and is not directly involved with the club's finances to complete an audit. An Audit Checklist can be found on pages 13-14 or at [Audit Checklist](#) which can be given to the auditor to aid in the audit process. This is not a required document but can help the auditor communicate missing information to the treasurer. Happy Calculating!

**Club Charters will be due to the UW-Extension Office by September 1<sup>st</sup>.**

**This is a new deadline from last year.**





## Tips on Completing the Annual Financial Report

(Updated August 2012)

The beginning balance for the fiscal year is ledger balance as of July 1st. (This balance should match your ending balance reported on the prior year's charter.) The ending balance is your ledger balance as of June 30<sup>th</sup>. (This balance should be reconciled with the bank statement you turn in with your charter document for the time period ending June 30<sup>th</sup>.)

Funds Received Categories: It's important to place funds received in one of the categories below. The other category should not be used to lump all funds that you are unsure of where they belong. If you have questions, please call your County 4-H Youth Development Educator.

- **Fund Raising** – Money received from a group or person for a product or service that the club provided to that person or group unrelated to the mission of the group. The funds received are used for a separate purpose designated by the club or group. Some examples include funds club receives for working in the fair Dairy Stand and Raffle Booth, funds club receives for participating in a store fundraiser, the money the club receives for putting up a County Fair promotion sign, bake sales, selling candy bars, car wash, or silent auctions. (Note – Expenses for these same items the club incurs would be listed under fundraising expenses.)
- **Member Dues** – Money collected from individuals for membership in the group and gives the individual a right to vote. Dues are for the benefit of the member. The income can be used for member participation in educational and recreational programs as well as covering any assessments for literature/project materials, accident insurance for members. Members vote on the amount of dues and how all 4-H club or group funds are used.
- **Donations** – This includes funds received for a specific purpose or experience related to the mission of the group; the donor is not directly related or connected to the benefits provided by the money. This includes grants, donations and bequests from any source without the expectation of a specific or named individual receiving some type of benefit. Premiums that the club or group receives would be recorded in this line item. Some examples include Fair premiums for booths, scrapbooks or banner; National 4-H Week display awards.
- **Investment Income** – This category includes any interest earned from a bank account, endowment funds, trust fund or any other investment. Interest earned that is allowed to roll over into the principle on an investment must be reported in this line. Interest is recorded in the year it is earned.
- **Income from Youth Development Services** – Money collected from individuals participating in a youth development experience. There is a connection between the person giving the money (such as a parent, guardian or relative) and the recipient of the experiences. Helpful hint: This category is a safety net for unknown items. Examples include registration fees for field trips, project learning days, 4-H camps, project expenses or club program expenses. If the total expense of the program, activity or event is covered by dues, the income should be included in the member dues category instead of this one.
 

If t-shirts are being sold only to program participants or included in the program fee, then the income and disbursement should be documented under Youth Development Services. If t-shirts are being sold to any individual as a fundraiser, they must be accounted for under Fundraising for both Funds received and Funds disbursed.
- **Other/Pass Through Money** (can be placed on blank line on report) – This could be used if a 4-H family pays a program fee where that fee is then paid out by the Leaders Organization. In essence the money is just passing through. The total of the money coming into the 4-H club/group must equal the check written to the organization planning and conducting the activity, event or experience.

However, if the 4-H club or group covers any of the expenses for member participation, then fees collected and disbursed would be documents as Income for Youth Development Services. For example, if a member pays 50% of the cost and the club pays the remaining cost, this income and disbursement would be recorded in Income for Youth Development Services.

Funds Disbursed Categories: You must have a Fund Raising Expenses category. Other categories can be tailored to fit your need but needs to have sufficient detail so person reading the report can determine that funds were used appropriately.

- **Fund Raising Expenses** –Any expenditures incurred related to club/group fundraisers would be recorded here. Clubs may find it helpful to create subcategories for each fundraiser they hold to track separate fundraiser expenditures. However, they should total all fundraising expenses for final reporting submit.
- **Educational Expenses** –This category includes educational supplies, registrations, fees or other expenditures for educational programs at club meetings and events/activities that club members participate in beyond the club level. Volunteers may find it helpful to have this category divided into specific events to assist them in budget planning and planning specific events.
- **Dues Paid to County Leaders Organization** – Currently the only expenditure that should be included in this category is the amount the club pays to the Leaders' Association for their portion of the accident insurance.
- **Community Service Expenses** – Any expenditure related to the club/group community service efforts should be included in this category.
- **Recreation Expenses** – Any expenditure related to club/group recreation. For example, if you club/group does a sledding, skiing, bowling outing, the expenses for this would be included here.
- **Other/Pass Through Funds** – The total amount of money paid to the organization or group that is planning and conducting an educational event or experience equal to the money that is collected from the member.

In most cases the categories listed above will suffice for expenditure categories but a club/group can use more specific categories if this would assist them in budget planning for the club year. Some examples include:

- Volunteer Recognition
- Achievement Night





| <b>Financial Year</b>  |                |                    |                     |                  |                          |                                   |                           |                    |
|------------------------|----------------|--------------------|---------------------|------------------|--------------------------|-----------------------------------|---------------------------|--------------------|
| <b>Funds Dispersed</b> |                |                    |                     |                  |                          |                                   |                           |                    |
| <b>Date</b>            | <b>Check #</b> | <b>Fundraising</b> | <b>Members Dues</b> | <b>Donations</b> | <b>Investment Income</b> | <b>Youth Development Services</b> | <b>Other/Pass Through</b> | <b>Description</b> |
|                        |                |                    |                     |                  |                          |                                   |                           |                    |
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|                        |                |                    |                     |                  |                          |                                   |                           |                    |
|                        |                |                    |                     |                  |                          |                                   |                           |                    |
| <b>TOTALS</b>          |                |                    |                     |                  |                          |                                   |                           |                    |

## 4-H CLUB OR GROUP ANNUAL FINANCIAL REPORT

Name of 4-H Club or Group: \_\_\_\_\_ Today's Date (mm/dd/yy): \_\_\_\_\_

Federal regulations governing 4-H clubs and 4-H groups authorized to use the 4-H Name and Emblem require funds raised in the name of 4-H must be publicly accountable and must be used for 4-H educational purposes. In addition, all 4-H Clubs and Groups that handle money must have an Employer Identification Number (EIN) number and annually submit a report which includes a record of their finances and verification of a financial review. Failure to annually submit the financial report could result in loss of approval to use the 4-H Name and Emblem and the 4-H Charter.

EIN (Employer Identification Number, also known as the Federal Tax ID Number) \_\_\_\_\_

Wisconsin or Tribal Sales Tax Exempt Number (if the 4-H Club or Group has one) \_\_\_\_\_

Complete the following information based on the previous 4-H fiscal year, July 1 through June 30.  
For your report to be complete and accepted the ending balance (D) must be equal to the total funds listed under (A) Beginning Balance plus (B) Total Funds Received minus (C) Total Funds Disbursed  $A+B-C=D$

**DO NOT LEAVE ANY BOXES BLANK – Enter zero or the dollar amount**

### Annual Accounting Form

|   | Beginning Balance (July 1) | Ending Balance (June 30) |
|---|----------------------------|--------------------------|
| Checking Account  | \$ 0.00                    | \$ 0.00                  |
| Savings Account (combine all savings, money market, CD's, etc.) | \$ 0.00                    | \$ 0.00                  |
| <b>Total Funds</b>  | <b>(A) \$ 0.00</b>         | <b>(D) \$ 0.00</b>       |

4-H Clubs and Groups must use the categories as listed below as identified. Suggested additional categories for **Funds Disbursed** include: Dues Paid to County, Educational Supplies, Community Service Expenses, Recreation, etc.

| Funds Received                                      |                    | Funds Disbursed              |                    |
|---|--------------------|------------------------------|--------------------|
| Fund Raising (do not subtract expenses)             | \$ 0.00            | Fund Raising Expenses        | \$ 0.00            |
| Member Dues   | \$ 0.00            | (list category)              | \$ 0.00            |
| Donations <sup>1</sup>                              | \$ 0.00            | (list category)              | \$ 0.00            |
| Investment Income <sup>2</sup>                      | \$ 0.00            | (list category)              | \$ 0.00            |
| Income from Youth Development Services <sup>3</sup> | \$ 0.00            | (list category)              | \$ 0.00            |
| Other/ Pass Through Funds <sup>4</sup>              | \$ 0.00            | Other/ Pass Through Funds    | \$ 0.00            |
| <b>Total Funds Received</b>                         | <b>(B) \$ 0.00</b> | <b>Total Funds Disbursed</b> | <b>(C) \$ 0.00</b> |

<sup>1</sup> Occasionally, the 4-H Youth Development Educator may need to access a record of individual donations during the last fiscal year. In that instance, the 4-H Youth Development Educator will contact you.

<sup>2</sup> Investment income includes interest earned in a bank account or trust fund, or income from land or other property.

<sup>3</sup> Income from providing youth development services only includes fees charged directly to participants for the ability to participate in programs, such as 4-H camps. However, it does not include membership dues.

<sup>4</sup> Other/Pass Through Funds includes fees collected for educational programs carried out by other groups. This money is collected from the member/family and then paid directly to the other group/organization.

## Accounts Information

*Attach a copy of the bank statement ending June 30 or July 1 for each account held by the 4-H Club or Group that reflects the account balances for the end of the fiscal year.*

### Checking Account Information

Account Name (exactly as it appears on the bank statement) \_\_\_\_\_

Bank Name and Address \_\_\_\_\_ Account Number \_\_\_\_\_

Other Account Information, i.e. savings (if applicable) (add pages to this document if needed)

Account Name (as it appears on the bank statement) \_\_\_\_\_

Bank Name and Address \_\_\_\_\_ Account Number \_\_\_\_\_

**Account Authorization:** Please print the names of people authorized on any club/group accounts. It is strongly recommended that each account have two or three unrelated people authorized on all accounts. One youth and one adult are recommended.

### Does the 4-H Club or Group have:

Assets in excess of projected expenditures for two years or \$1,000, whichever is greater?  Yes  No

Own land or buildings?  Yes  No

Own other property or project equipment with value over \$500  Yes  No

Please attach an inventory of any land, buildings, property or project equipment with a value of over \$500; indicating value and where stored.

### Financial Report Completed By:

\_\_\_\_\_  
Print 4-H Club or Group Treasurer Name      4-H Club or Group Treasurer Signature      Date

\_\_\_\_\_  
Print 4-H Adult Volunteer Leader Name      4-H Adult Volunteer Leader Signature      Date  
(if treasurer is under age 18)      (if treasurer is under age 18)

Upon dissolution, 4-H Clubs and Groups with assets must turn over all 4-H funds to a recognized 4-H Club or Group with approval of a County UW-Extension staff member responsible for oversight of the 4-H Youth Development program.

**Financial Review:** All 4-H Chartered Clubs and Groups must have an annual financial review to review and verify all the financial accounts and activities and this Annual Financial Report. The financial review must be completed by an adult unrelated to the person who completed the report and who is not directly involved with the club or group finances. It is suggested that two people review the financial accounts, of which one can be a youth. At least, one adult financial reviewer signature is required. [Audit resources and tools](#) are available to assist volunteers.

*"By signing below, I attest that I have reviewed the pertinent records relating to the above financial accounts, verified the information and believe that the balances shown are correct and I attest that am not related to the individual on the account(s) I have reviewed."*

\_\_\_\_\_  
Print Reviewer Name      Signature of Reviewer      Date

\_\_\_\_\_  
Print Reviewer Name      Signature of Reviewer      Date

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## 4-H CLUB, GROUP OR COMMITTEE AUDIT CHECKLIST

June 2015

Audit Checklist for 4-H Fiscal Year: July 1, \_\_\_\_\_ through June 30, \_\_\_\_\_

Checklist completed by: \_\_\_\_\_

Names of Auditors:

\_\_\_\_\_

Date of Audit: \_\_\_\_\_

All 4-H Clubs and chartered Groups must have their financial accounts audited annually at the end of the fiscal year and whenever a new treasurer takes office. The purpose of this checklist is a tool to assist the 4-H youth treasurer, and the adult volunteer working with the 4-H club or group finances and the auditors for the accounts in their review.

- It is recommended that a copy of this completed checklist be part of the 4-H Club or Group financial record files.
- All items that have been marked, *no*, need to be corrected.
- A copy may be requested by the 4-H Youth Development Educator to be submitted with the Annual 4-H Charter Renewal Document.
- The Wisconsin 4-H Youth Development Policies/Financial Policies provide required guidelines for handling 4-H money.

| YES | NO |  |
|-----|----|--|
|     |    | All 4-H accounts and funds are in an approved financial institution.   |
|     |    | Treasurer has kept a separate written record of the group's income and expenses (a ledger, spreadsheet, or report). The record begins July 1 and ends June 30.   |
|     |    | Bank statements are reconciled with the checkbook each month and the checkbook is balanced. Outstanding checks have been identified and listed in the financial records.   |
|     |    | All checks written, included voided checks are accounted for in the checkbook ledger.  |
|     |    | Bank statements match all financial record balances (in the treasurer's reports, ledgers, spreadsheets, etc.)  |
|     |    | The beginning balance on the Annual Financial Report matches the previous year's ending balance (as of June 30) on the bank statement and other records.   |
|     |    | All funds received have a matching receipt, gift acknowledgement letter, or other paper documentation proving the proper amount was deposited in a timely manner in the authorized 4-H account in the bank/credit union. |

|  |  |  |  |
|--|--|--|--|
|  |  |  | All checks written have a matching receipt, invoice, or request for payment form.  |
|  |  |  | The ending balance on the Annual Financial Report matches the ending balance (as of June 30) on the bank statement and other records.          |
|  |  |  | The Annual Financial Report includes the EIN number, account names/numbers, and all other information requested.                               |
|  |  |  | Any errors in addition or subtraction have been corrected on the Annual Financial Report and in the financial records.                         |
|  |  |  | Those completing the audit are two persons not related to the treasurer or persons on signature with the 4-H accounts.                         |
|  |  |  | If excess funds are held by the 4-H club or group, an approved 5 year plan is in place to spend down the 4-H funds.                            |
|  |  |  | Signatures on the Annual Financial Report are in place including the two auditor's signatures.   |
|  |  |  | If needed, suggestions have been made below regarding using and keeping receipts, filing appropriate records, or any tips for a new treasurer. |

Comments or suggestions:

Adapted by Sarah Wilcox, 4-H Youth Development Advisor, UW-Extension Douglas County and Sue Pleskac, 4-H Volunteer Leadership Specialist from the Walworth County 4-H Youth Development Program Website



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## Community Service Scrapbook Rules

The Community Service Scrapbook should tell the story of a club or organization's service activities within their community. The scrapbook will be judged during the fair.

Scrapbooks are due to the fair office by 8:00pm on the Thursday of the fair. Scrapbooks need to be picked up during Expo Hal exhibit checkout on the Sunday of the fair. The fair board is not responsible for scrapbooks that are left at fair office after the fair is over.

- Scrapbooks should be contained in a three ring binder.
- It is best to use sheet protectors or lamination to protect the pages from damage and fingerprints (optional)
- Only activities during the current club or organization year should be included
- Scrapbook cover should be creative and incorporate club or organization name.
- First page of scrapbook should include a title for scrapbook, the year and the names of any individuals involved in its creation. This can be creative also.
- Scrapbook can focus on one or many community service activities. (Judging focuses on the presentation, not on the number of activities.)
- Be creative, neat, complete and organized when creating the story of the community service activities.
- Each scrapbook story about a particular community service project should include:
  - Why did your club or organization do this community service project? How did you come up with the idea?
  - Who were the intended audience for the project?
  - Who was involved in planning and executing the project? Include youth and adults
  - Where and when was this activity held?
  - How did you let people know about it?
  - What was the result or impact of the project?
  - Was this project educational for the public?
- Some things to try to include when answering the questions above: photos, drawings, newspaper or newsletter articles, interviews with participants, description of activity, the steps involved in planning and your results.
- Be sure to include captions for all photos and drawings and give credit to photographers, interviewers and authors of newspaper and newsletter articles.

## Judging Score Sheet for Community Scrapbooks

|  |                               |           |
|--|-------------------------------|-----------|
| 1. Scrapbook                             |                               | 15 Points |
| Three-ringed binder used                 | (3 points)                    | _____     |
| Contents for current year                | (1 point)                     | _____     |
| Cover includes club or organization name | (1 point)                     | _____     |
| Creativity of scrapbook cover            | (0 - 10 points)               | _____     |
|  | <b>Total Scrapbook Points</b> | _____     |

Judges comments: \_\_\_\_\_

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|   |                           |           |
|---|---------------------------|-----------|
| 2. Story of Community Service Activities        |                           | 45 Points |
| Description of the project                      | 10 points                 | _____     |
| Intended audience, purpose and goals identified | 8 points                  | _____     |
| Description of planning (who, what, when)       | 5 points                  | _____     |
| Description of how project was promoted         | 5 points                  | _____     |
| What were the results of the project            | 5 points                  | _____     |
| How did the project impact the public           | 7 points                  | _____     |
| Grammar and spelling                            | 5 points                  | _____     |
|   | <b>Total Story Points</b> | _____     |

Judges comments: \_\_\_\_\_

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|   |  |           |
|---|--|-----------|
| 3. Story Presentation                   |  | 30 Points |
| Captions describing photos and drawings | 5 points                               | _____     |
| Involved youth and adults credited      | 5 points                               | _____     |
| Photos (composition, focused, relevant) | 5 points                               | _____     |
| News/media articles relevant            | 5 points                               | _____     |
| Narratives (correct spelling, grammar)  | 5 points                               | _____     |
| Creativity in presenting the story      | 5 points                               | _____     |
|   | <b>Total Story Presentation Points</b> | _____     |

Judges comments: \_\_\_\_\_

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|                         |   |           |
|-------------------------|---|-----------|
| 4. Overall Presentation |   | 10 Points |
| Neatness                | 2 points  | _____     |
| Completeness            | 4 points  | _____     |
| Organization            | 2 points  | _____     |
| Originality             | 2 points  | _____     |
|                         | <b>Total Overall Creative Presentation Points</b> | _____     |

Judges Comments: \_\_\_\_\_

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**Total Scrapbook Points** \_\_\_\_\_





301 Washington Street  
Oconto, WI 54153-1699  
(920) 834-6845  
FAX (920) 834-6853  
TDD No Voice Service (920) 834-7045  
(Please indicate the message is for UW-Extension)

Cooperative Extension  
University of Wisconsin-Extension  
Oconto County

July 14, 2017

Dear Dairy Exhibitor,

It's almost county fair time! This letter is being sent to all dairy exhibitors regarding the number of animals being brought to the fair. Knowing how many animals will be exhibited ahead of time will help us determine housing arrangements for your animals in the barn. Please take a minute to let us know how many dairy animals you will be showing this year.

You will need to give a count for dairy animals in each of the following categories: cows, yearlings and calves. Please call (920-598-0710), text (920-598-0710), or email (ehbuhrandt711@yahoo.com) Dairy Superintendent Erin Buhrandt or call (920-598-0771) Dairy Superintendent Kay Naparalla by **August 1, 2017** with your animal information. Any information given after August 1, will not guarantee the appropriate stall dimensions for your animals brought to the fair.

If you have any questions, please contact either Dairy Superintendent Erin Buhrandt (920-598-0710) or Kay Naparalla (920-589-0771).

See you all in a few weeks!



Cooperative Extension  
University of Wisconsin-Extension  
Oconto County

301 Washington Street  
Oconto, WI 54153-1699  
(920) 834-6845  
FAX (920) 834-6853  
TDD No Voice Service (920) 834-7045  
(Please indicate the message is for UW-Extension)

July 14, 2017

Dear Sheep and Swine Exhibitors,

It's almost county fair time! This letter is being sent to all sheep and swine exhibitors regarding the number of animals being brought to the fair. Knowing how many animals will be exhibited ahead of time will help us assign pens for you in the barn.

Please take a minute to let us know how many sheep and/or swine you will be showing this year. Detach this form, fill it out, and send it to Sheep and Swine Superintendent Bobbie Windus by **August 10, 2017**. You may also text the information if you would like, but please be considerate during the hours you text. If you do not return this letter, you will not be assigned any pens for the fair. If you have any questions, please contact Bobbie Windus, Sheep and Swine Superintendent, at 920-604-1687.

See you all in a few weeks!

.....

**Oconto County Fair 2017 Pen Assignments**

Name of Exhibitor: \_\_\_\_\_

Club/Chapter: \_\_\_\_\_

I will be bringing the following animals to the Oconto County Fair:

|   |  |
|---|--|
| Number of Market Sheep: _____<br>Number of Ewes: _____<br>Number of Rams: _____ | Number of Market Hogs: _____<br>Number of Gilts: _____<br>Number of Boars: _____<br>Number of Feeder Pigs: _____ |
| .....   |  |
| <b>TOTAL Number of Sheep:</b> _____   | <b>TOTAL Number of Swine:</b> _____  |

Please mail this form to:  
Bobbie Windus  
304 E Main Street  
Lena, WI 54139  
**DUE: August 10, 2017**  
*Thank you!*