Establishment of UCCE 4-H County Office Banking Procedures

Establish County UCCE Office Process
County Director should determine appropriate processes and involvement of 4-H program and support staff and roles for each.

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Identify all 4-H VMO and Unit Accounts (checking and savings)
Account numbers
Bank and location
Local 4-H contact person and address

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Receive Monthly Statements from the Bank
Log in the statements using the sample form provided.
Contact the bank if a monthly statement is not received.

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Copy and Forward Bank Statements
Immediately photocopy for office reference and send the original statement to the 4-H VMO or unit contact person.

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Review Bank Statements
Refer to the 4-H Club Monthly Banking Statements handout for review tips.
Complete the Monthly 4-H Bank Statement Verification Form. Date and initial the form before filing.
Report and discrepancies or "red flags" to the county director.

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CD Approval
The county director should review and sign the form before filing.
Follow the policy process if any discrepancies are identified.

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File Maintenance
The bank statements and the verification form should be maintained in locked files.
Records should be maintained for 5 years.